



MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Invites your interest in the position of:

DIRECTOR OF FINANCE AND ADMINISTRATION

\$10,332.32 - \$13,186.97 / Month (6 steps)

Join our team of professionals who are committed to making a positive impact on the environment and experience a challenging and rewarding career!

The Director of Finance and Administration, plans, directs, organizes, integrates, manages and provides oversight of operations and services of the Finance & Accounting, Human Resources, Administration & Clerk of the Board functions of the District; provides oversight of IT services contract; serves as the District's chief financial officer; directs and manages the development of short / long-term goals and objectives consistent with the Strategic Plan and annual business plan and ensures their effective execution; ensures all assigned operations and functions serve the needs of the District, while complying with applicable laws and regulations; provides highly responsible and complex administrative support to the General Manager; performs related duties as assigned.

SUMMARY OF QUALIFICATIONS AND RESPONSIBILITIES:

- Principles and practices of general fund and governmental accounting including financial statement preparation and methods of financial control and reporting; principles and practices of cost and fixed asset accounting; Internal control and audit principles and practices; GAAP, GASB and GFOA accounting standards and requirements;
- Strong knowledge of public administration, including advanced proficiency in organizational development and budget preparation, financial administration and debt management; principles and practices of budgeting, purchasing and maintenance of public records;
- Organization and functions of an elected board of directors; the Brown Act and other law and regulations governing the conduct of public meetings;
- Research methods and analysis techniques;
- Principles of information technologies and systems;
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws and regulations.
- Principles and practices of public or private personnel administration including methods and techniques used in labor relations, recruitment and selection, classification, salary and benefits administration.
- Principles and practices of collective bargaining and labor contract administration.
- Proficiency in the use of Microsoft Office suite (Excel, Word, Outlook and PowerPoint) and budgeting software is required.

SUMMARY OF EDUCATION, TRAINING AND EXPERIENCE:

Education and Experience:

A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public or business administration, or related field is required. A master's degree in finance, public or business administration, or a related field, is highly desirable.

Eight years of broad and extensive experience in financial management or related experience including three years of management and administrative responsibility or broad and extensive work experience in a management or administrative position in a private or public agency responsible for solid waste management, recycling, or landfill operations.

REQUIRED LICENSES OR CERTIFICATIONS: Possession of valid California driver's license. Certification as a Certified Public Accountant (CPA) is desirable.

TO APPLY: Submit District application AND resume by email: HR@mrwmd.org or regular mail: MRWMD PO Box 1670, Marina, CA 93933. Application deadline: Open Until Filled.

The District application can be found on the MRWMD website www.mrwmd.org. MRWMD is an equal opportunity employer. Veterans and minorities are encouraged to apply.