



EMPLOYMENT OPPORTUNITY

Director of Finance

Organization

The San Gabriel Basin Water Quality Authority (SGBWQA) is a local government agency created by the State of California. The major functions of the SGBWQA are to develop, finance and implement groundwater treatment programs in the San Gabriel Valley under the direction of a seven-member Board.

Job Summary

The Director of Finance is responsible for the daily operations of the Organization's fiscal, administrative, and human resources functions.

These responsibilities will include upper-level accounting and oversight of state and/or federal grant administration, budget development, and supervision of support staff. In addition, this individual will prepare, interpret and analyze wide variety of financial reports, and will assist in the development and implementation of agency administrative procedures.

Reporting Information

- This position reports to the Executive Director.
- The Accounting Specialist reports to this position.
- This position oversees the general accounting and audit consulting firms.

Duties and Responsibilities (not all inclusive)

- Administers, oversees, and performs upper-level accounting of California and federal grants.
- Prepares, submits, and presents the annual budget.
- Develops and implements investment policies and practices to ensure that the SGBWQA's financial resources are properly utilized.
- Prepares, interprets, and analyzes a wide variety of financial and project reports.
- Develops and implements SGBWQA administrative procedures.
- Administers SGBWQA insurance plans and policies.
- Manages special projects.
- Prepares the annual financial statement audit and single audit.

- Maintains inventory records for the Baldwin Park Operable Unit spare parts inventory, including performing an annual audit at the site in Corona.
- Supervises and reviews the payment of invoices through the revolving bank account.
- Supervises and reviews the project billings and employee timesheet statements.
- Supervises and reviews the entire accounts payable and receivable processes.
- Reviews the administrative and project demands for SGBWQA Board agendas.
- Directs monthly reconciliations of bank accounts and investment accounts.
- Prepares payroll for staff (payroll is done in-house), supervises payroll process for Board members, and records and pays payroll taxes and pension plan payments.
- Administers SGBWQA's Pension Plans. Serves as Trustee for the 401(a) Pension Plan and the two 457(b) Deferred Compensation Plans.
- Prepares reports for applicable agenda items for technical meetings, Board meetings and Committee meetings.
- Tracks and reconciles trustee funds for the South El Monte Operable Unit.
- Represents the SGBWQA with elected officials and outside agencies.
- Oversees accounting staff software support.
- Supervises and prepares quarterly payroll returns and annual payroll reports, including W-2s and Forms 1099.
- Responsible for Human Resource Activities.
- Performs special projects as directed by the Executive Director.

Minimum Qualifications

- Bachelor's degree in business, accounting or related field.
- CPA license preferred, but not required.
- Minimum of three to five years accounting experience, of which two years are in a supervisory role at a special district or government agency.
- Knowledge of principles, theories, methods and terminology related to financial accounting, governmental accounting, financial statement preparation, financial statement audits, and Single Audits.
- Excellent oral and written communication skills.
- Ability to supervise and review the work of professionals and technical accounting personnel and consultants.
- Working knowledge of various accounting software programs.
- Working knowledge of Microsoft Office required.
- Ability to collect, organize, and analyze financial information.
- Ability to present financial reports to management and Board of Directors.
- Possession of a valid California driver's license.
- Must be familiar with paperless office functions; Laserfiche experience is a plus.

Salary and Benefits

The annual salary range for this position is \$8,339.00 to \$16,708.00 per month.

The benefits package includes:

Health Insurance – Upon completing sixty days of employment, the SGBWQA will provide, at no premium cost to you and your dependents, Major Medical and Health Insurance to be obtained through its membership in the Association of California Water Agencies (ACWA). Additionally, a medical allowance is provided of \$3,000 per calendar year per individual.

Dental and Vision - The SGBWQA is self-insured for dental and optical expenses. Upon completing sixty days of employment, the SGBWQA will provide, at no cost to you and your dependents, reimbursements for actual optical and dental expenses incurred for combined dental and optical expenses not to exceed \$6,000 per family per calendar year.

Leave –

- **Vacation:** 10 working days of vacation per year; after 5 years, accrue 15 days; at 10 years, accrue 20 days of vacation.
- **Sick pay:** accrue one day per month, for a maximum of 120 days (does not vest).
- **Holidays:** 10 paid holidays per year which includes 3 Christmas season floating holidays.
- **Admin Leave:** 10 working days; does not vest.

Alternate Schedule – The SGBWQA works an alternative work schedule Monday through Thursday with offices closed every Friday.

Retirement Plan – The employees participate in a 401(a) defined contribution pension plan, which is fully funded by the SGBWQA at 12.726%. In order to be eligible, you must have worked more than 1,000 hours annually. Plan does not vest until an employee has been employed for 1 year, at which time the plan will 100% vest.

The SGBWQA also offers two voluntary 457(b) deferred compensation programs.

The SGBWQA does not participate in Social Security or the California Public Employees Retirement System (PERS).

The Application Process

Interested candidates must submit a resume, cover letter and responses to the supplemental questions (listed below) via email on or before October 22, 2025 by Noon. Send to employment@wqa.com with “Director of Finance” and your name in the subject line. Please note, incomplete applications will not be reviewed. Candidates who do not submit responses to the supplemental questions will not be considered for this position.

Those candidates who appear to be highly qualified for the position based on the information submitted may be invited to participate in an interview.

As part of the application process a candidate will be required to submit to a background check, fill out an application and provide references.

The San Gabriel Basin Water Quality Authority is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, religion, color, national origin, ancestry, disability, mental, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran/military status, or any other status protected under federal and/or state law.

Supplemental Questionnaire

1. Briefly explain your work experience with government agencies.
2. Briefly describe the type of accounting work you have performed.
3. Describe your experience in preparing financial statements and disclosures.
4. Describe your experience with financial statement audits in accordance with Government Auditing Standards.
5. Describe your experience with preparing the Schedule of Expenditures of Federal Awards and your knowledge of the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
6. Describe the federal and state grant programs and agencies you have worked with.
7. Briefly describe your ability to manage the work of others, including any human resources experience.