

**NEW POSITION ALERT!**  
**LEAD FINANCE FOR THE**  
**NOVATO SANITARY DISTRICT TODAY!**

We are actively seeking qualified candidates for a

# FINANCE MANAGER

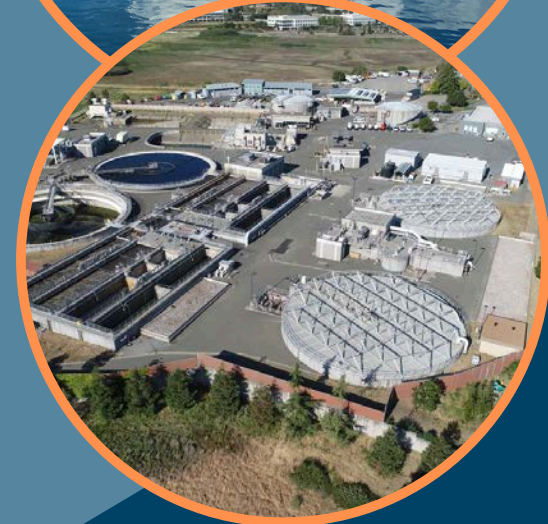


## NOVATO SANITARY DISTRICT




### AT A GLANCE:

- \$160,104 – \$194,604 Annually
- \$13,342 - \$16,217 Monthly
- 9/80 Work Schedule (Alternating Fridays off)
- Outstanding benefits package
- Work with a dynamic team
- OPEN UNTIL FILLED - The first review of applications will be Monday, May 12, 2025.



 [jobs@novatosan.com](mailto:jobs@novatosan.com)

 <https://novatosan.com/>

 (415) 892-1694

 500 Davidson Street  
Novato, CA 94945



## ABOUT NOVATO SAN

The Novato Sanitary District provides wastewater collection, treatment, recycling, reclamation, and disposal to 60,000 residents and businesses in the City of Novato and surrounding areas of Marin County. It also administers solid waste services and has partnered with Recology for garbage and recycling collection.

The District covers approximately 34 square miles and owns approximately 250 miles of sewers, 40 pump stations, a state-of-the-art and award-winning wastewater treatment plant, and an approximately 800-acre reclamation facility. The District takes pride in its essential role in protecting the public health and safety of the Novato area for nearly 100 years. In fact, in 2025, the District will celebrate its 100th anniversary!

Rooted in a long history of service, the District administration and operations focus on the future. The District knows that its continued success is made possible by its two dozen talented and committed employees. It also works to balance the careful maintenance of its infrastructure through investing in innovation. The District has an AAA credit rating due to its sound financial management, and its wastewater and solid waste operations adhere to the highest standards of operations.



## THE POSITION

The Novato Sanitary District is seeking a collaborative, professional municipal leader who is well-versed in managing complex budgets, accounting, and financial systems. This position is under the general direction of the Administrative Services Manager, with strategic direction from the General Manager. The Finance Manager is an at-will, single independent classification within the District.

The Finance Manager position is responsible for directing, managing, coordinating, and participating in the District's financial activities and operations, including accounting, financial planning and reporting, debt issuance, budgeting, treasury and investment portfolio, payroll/benefit administration, financial system management/administration, and implementation and monitoring of internal controls. This is a detail-oriented position requiring strong verbal and written communication skills, the ability to work independently, and strong analytical skills.







## QUALIFICATIONS

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or related field. A Master's degree in Accounting, Finance, Business Administration, or a related field is desirable.

**Experience:** A minimum of ten (10) years of increasingly responsible experience in public agency accounting and finance administration, including five (5) years of directly related experience in the investment of public funds and public debt financing, and three (3) years of supervisory or management experience.

Completion of advanced educational training in accounting and finance administration and public investing, and designation such as CPA, CFP, or similar is highly desirable.

**License and certifications:** Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District.

### Other Requirements:

- Eligibility to work in the United States under appropriate federal regulations.
- Completion of a medical examination administered by a licensed medical doctor, selected and paid by the District, to determine physical fitness for the job.
- Successful completion of background investigation, including criminal history and identity checks.
- Affirmation of designation as Disaster Service Worker and fulfillment of duties as applicable.

## IDEAL CANDIDATE

The ideal candidate will bring a wealth of municipal finance experience and demonstrate expertise in managing complex budgets, accounting, and financial systems. This individual is ready to step into a leadership role that ensures the District's fiscal health and advances its strategic goals.

The ideal candidate will be an excellent leader who is open to new ideas, showcasing a proactive approach to problem-solving. As a collaborative leader, the Finance Manager will be adept at working harmoniously with peers and building bridges between departments, particularly with other department directors in support and service departments.

The ideal candidate will possess and have a record of success in the following areas:

- Municipal finance expertise.
- Budget development and oversight.
- Leadership and team management – a leadership style that is characterized by integrity, ethical decision-making, and effective problem solving, with a passion and skill for incorporating best practices.
- A finance professional who can operate at a high level yet is comfortable being involved in the day-to-day fiscal operations.
- Strong technical knowledge of governmental accounting principles and practices, including Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Proven experience in local government financial management, strategic planning, and policy.
- A strong commitment to teamwork and a proven record of working cooperatively with elected officials, peers, co-workers, and subordinates.
- Knowledge of current trends and issues that affect and influence finance-related matters in local government.

## TYPICAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, direct, and participate in accounting activities including financial reporting, audits, cash management, investments, accounts payable and receivable, grants, and capital assets.
- Oversee, coordinate, and participate in the development, execution, and monitoring of the District's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, supplies, contracted services, and capital improvements; monitor and approve expenditures/invoices; implement adjustments.
- Manage and coordinate the District's financial reporting, including the Annual Comprehensive Financial Reports (ACFR); coordinate the preparation and maintenance of the District's accounting structure, including the chart of accounts.
- Manage year-end close requirements and complete all detailed schedules and information to ensure the external audit is completed accurately and on schedule; oversee audit and work closely with independent auditors to provide the information and documents needed to perform the annual audit.
- Provide the General Manager and Board with periodic reports on the District's financial condition.
- Serve as liaison to District departments and staff regarding financial and accounting issues.
- Manage and implement systems and procedures related to financial controls and reporting in compliance with Generally Accepted Accounting Principles (GAAP), other legal guidelines, and District policies.
- Coordinate the issuance of debt with financial advisors, bond counsel, and trustees.
- Develop and ensure the implementation of fiscal policies and implement approved policies.
- Review budgetary statements for District departments; investigate variances in revenue and expenditures; confer with departmental staff regarding required adjustments and provide high-level technical assistance.
- Conduct internal audits of accounting systems and financial transactions of District departments and prepare recommendations and reports.
- Manage the District's investment portfolio and external portfolio manager(s); review investment performance and make investment recommendations to the General Manager; prepare periodic reports on investment performance and market outlooks; provide instructions to the District's banking institution for execution; review the District's investment and debt policies and recommend revisions to the General Manager.
- Manage the District's IRC Section 115 Trust Pension and Other Post-Employment Benefits (OPEB) funds; manage external investment manager(s) and actuarial specialist(s); prepare periodic reports on investment performance and market outlooks; manage preparation of actuarial reports and actuarial outlooks for the trust funds.
- Responsible for all payroll and benefits processing functions, including timely processing of payroll, benefits, and related transactions with appropriate entities (CalPERS, District bank(s)), and service providers for the various District benefit programs.
- Oversee the inputting of payroll data and preparation of direct deposits and reports as needed; prepare required employee tax returns/reports; audit and verify payroll data.
- Manage development of financial and other documents, including investment reports, rate notices, actuarial reports, agenda materials, and presentations.
- Participate in the development and implementation of strategic planning goals and objectives, and recommend and administer policies, procedures, and priorities for assigned programs.
- Provide technical information and advice to departments on financial reporting and documentation needs, alterations to rate schedules, cost accounting methods, and other financial topics.
- Assist in labor relations and negotiations with represented groups; provide financial and budget information to District Board and negotiators, advise on financial aspects of negotiating strategies, and participate in labor negotiations as directed.
- Assist in selection, implementation, operation, troubleshooting, and optimized use, of accounting systems and software, including integrated software management systems and enterprise resource planning systems such as those by Tyler Technologies, Caselle, etc.





## COMPENSATION & BENEFITS

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate and within the range of \$160,104 - \$194,604 annually, \$13,342 - \$16,217 monthly. 9/80 work schedule with every other Friday off. The Novato Sanitary District offers a competitive benefits package, including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and CalPERS long-term care insurance.

### Health Benefits

The District currently pays 100% of the premiums for employees and eligible dependents:

- Selection of health care plans through CalPERS, up to the cost of the CalPERS
- Kaiser North Plan
- Dental care plan from Delta Dental
- Vision care plan from VSP
- \$50,000 term life insurance policy
- Long-term disability insurance

### Leave Benefits

- Paid Vacation Leave—80 hours per year, accrued monthly, which may be used after six (6) months of continuous service. Accrual rate increases after three (3) years of service.
- Paid Sick Leave—96 hours per year, accrued monthly
- 11 paid holidays per year, plus two (2) floating holidays after a year of service.
- Compensatory Time Off (Nonexempt Employees)—Nonexempt employees may elect up to 80 hours of compensatory time off per year as compensation for overtime.
- Administrative Leave (Exempt Employees)—80 hours per year, accrued monthly.

### Retirement

CalPERS membership:

- “Classic” (pre-2013)—2% @ 60, 36-month formula
- New or “PEPRA” (1/1/2013 and after)—2% @ 62, 36-month formula
- Retirement Health Savings Account (HSA) —District contributes 1.5% of base salary
- Deferred Compensation Plans
- 401(a) plan—District contributes 2.5% of base salary if employee elects to contribute.
- 457(b) and Roth 457(b) plans



## SELECTION PROCESS

Each candidate’s background will be evaluated based on the information submitted. Only the most qualified candidates will be invited to the next phase of the recruitment process, which may include an oral panel interview and/or written or practical exercises. Only the names of the most qualified candidates who pass the initial selection process will be submitted to the District for consideration for final selection.

## HOW TO APPLY

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. <https://www.calopps.org/novato-sanitary-district> Or scan the QR code below.

This position is OPEN UNTIL FILLED. The first review of applications will be Monday, May 12, 2025. Apply early for first consideration.

Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate. The Novato Sanitary District is not responsible for the failure of internet forms. Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position may be directed to Rachel Hundley Administrative Services Manager and General Counsel of the Novato Sanitary District, [jobs@novatosan.com](mailto:jobs@novatosan.com) or (415) 892-1694.

Recruitment Services Provided by,  
Muchmore Than Consulting, LLC



SCAN ME



THE NOVATO SANITARY DISTRICT  
IS AN EQUAL OPPORTUNITY EMPLOYER