



WATER IS OUR FUTURE



**MAMMOTH COMMUNITY WATER DISTRICT
IS SEEKING A**

FINANCE DIRECTOR



FINANCE DIRECTOR

Mammoth Community Water District

FILING DEADLINE:
Monday, 07/13/2026
(Recruitment 26-010)

THE ORGANIZATION

The Mammoth Community Water District is committed to carefully and effectively managing and maintaining our local water resources. The District provides water and wastewater services to meet the health and safety needs of the community. All work is conducted in a safe, financially sound, and high-quality manner. We are committed to our customers and the environment in which we live.

THE COMMUNITY OF MAMMOTH LAKES

Located in the Inyo National Forest of Mono County, California, in the Eastern Sierra Nevada Mountain Range, Mammoth Lakes (named from the mining era, Mammoth Mining Co.) is the largest incorporated town within the greater Mono and Inyo county areas. Mammoth Lakes serves as the popular skiing, camping, hiking, fishing, and geological Mecca of the region.

Mammoth Lakes (permanent pop. 7,191, 2020 Census, with periods of up to 35,000 due to tourism) is a dynamic community within a world-renowned National Forest and geological environment which attracts visitors from around the globe.

With a ski season that generally spans mid-November through the end of May, Mammoth Mountain is one of the premier ski areas in the country, including downhill skiing, snowboarding, cross-country skiing, snowmobiling, and dog sledding. The surrounding area offers summer recreation opportunities, including fishing, hiking, climbing, camping, off-roading, mountain biking, horseback riding, and golf. Mammoth Lakes is also a gateway community to world-class attractions such as Yosemite National Park, Devils Postpile National Monument, Death Valley National Park, and the John Muir and Ansel Adams Wilderness areas.

Mammoth Lakes' regional heritage can also be experienced through the areas numerous festivals, annual events, artisan markets and events, and cultural celebrations. Mammoth Lakes offers an excellent family life environment, housing, a thriving K-12 education system, a well-developed community college network, hospital, clinics, and airport.

POSITION DESCRIPTION

The Finance Director position is a highly professional and managerial level position responsible for planning, coordinating, and directing Finance Department functions, staff, and activities. The Finance Director is a member of the District's Senior Management Team, and participates in the formulation of strategic plans, goals, and objectives.

The Finance Department provides support to the District in strategic planning and budgeting, financial reporting, accounts payable and receivable, purchasing, and payroll. Within this framework, the Finance Director is responsible for maintaining and directing the accounting functions, customer billing, purchasing, fleet and warehouse inventory management, investment, and internal control practices of the District. The work of the Finance Director is characterized by a high degree of professional knowledge and judgment, integrity, and initiative. This is a Confidential classification which means that an incumbent is privy to decisions of District management affecting employer-employee relations.

THE COMPENSATION

Finance Director salary range is \$75.18 – \$99.64 hourly.

BENEFITS PACKAGE

The District provides an outstanding benefits package including but not limited to:

- ◆ Health & Welfare – Three Anthem-Blue Cross medical benefit plans offered through ACWA/JPIA. Regardless of plan selected, the District contribution level for an employee and the employee's eligible family members is set at 100% of the Advantage PPO rate level. The District contributes 100% of the premium for employee and family for Delta Dental and VSP Vision.
- ◆ Retirement/Pension – 20% of annual gross contributed by District to self-directed investment funds 401(a) plan, with a five-year vesting period.
- ◆ Deferred Compensation – The District matches 50% (maximum 2% of annual salary) of employee contribution to a Deferred Compensation 457(b) plan.
- ◆ Life Insurance – The District contributes 100% of the premium for employee (2x annual wage, max. \$200,000, 2-month waiting period), spouse, and dependents (\$1,500/\$1,000).
- ◆ Long- and Short-Term Disability – District contributes 100% of the premium for employees (180-day waiting period for long term and 60-day waiting period for short term).
- ◆ Holidays – Nine holidays, plus 24 hours personal holiday per year.
- ◆ Administrative Leave – This Management position receives up to 80 hours/year of Administrative Leave.
- ◆ Vacation Leave – 0-2 years/10 days per year, 3-4 years/15 days per year, 5-8 years/17 days per year, 9-14 years/19 days per year, 15+ years/20 days per year, 320-hour cap with one cash out option annually.
- ◆ Sick Leave – 8 hours per month, 500-hour cap with cash out option.
- ◆ Several District-owned condos available for rent by District employees.
- ◆ Home Buyers Down Payment Assistance Program for District employees.



THE IDEAL CANDIDATE

The ideal candidate will have a collaborative approach to leadership and maintain open communication with staff at all levels. The selected Finance Director should be a positive, motivated, self-starting problem solver with outstanding leadership skills and respect for all people. The successful candidate will have knowledge of the principles and practices of public sector (special district) accounting, budgeting, auditing, and finance; financial management software and/or systems applications; public utility rate setting, capital financing, accounting, and budget management practices and standards; investment portfolio management and statutory regulations related to public fund investing; public sector defined contribution retirement plans; practices and principles of business management.

At a minimum, the selected candidate should have the following education and experience:

- Possession of a Bachelor's Degree in finance, business administration, public administration, or closely related field.
- Five years of increasingly responsible experience in finance, accounting, budgeting, or business management, which includes two years in the finance field as a manager or supervisor. Experience working for a public sector agency is desirable. Certification as a Certified Public Accountant (CPA) or possession of a Master's Degree in Business Administration or Public Administration is desirable. Designation as a Certified Public Finance Officer or Certified Government Financial Manager is desirable.
- Substitutions: Possession of a Bachelor's Degree and designation as a Certified Public Finance Officer or Certified Government Financial Manager can be substituted for a Bachelor's Degree in finance, business administration, public administration, or closely related field. **OR** Possession of a Bachelor's Degree and five years of increasingly responsible experience at a public sector agency in finance, accounting, budgeting or business management, which includes two years in the finance field as a manager or supervisor can be substituted for a Bachelor's Degree in finance, business administration, public administration, or closely related field. **OR** Possession of a Master's Degree in finance, business administration, public administration, or closely related field may be substituted for one year of experience (excluding the manager or supervisor experience).
- Driver License: Possession and continued maintenance of a valid California Class C Driver License or equivalent. Proof of a driving record free of multiple or serious traffic violations or accidents for two consecutive years.

THE SELECTION PROCESS

Depending upon the number of applicants meeting the filing requirements and minimum qualifications, applicants will be scheduled for one or more of the following processes listed below:

- ◆ Application Review (Upon receipt, applications are screened according to the minimum qualifications/standards outlined previously, with the most qualified applicants being recommended to the General Manager's Office.)
- ◆ Oral Examination Conducted in Person* (Weighted 100%, candidates are asked structured questions and must respond orally to allow the interview panel to evaluate the specific qualifications of each applicant.)



Applicants must achieve a passing score on the examination to qualify for consideration. In addition, the District will verify a candidate's employment history, education, certification, licenses, training, and other information contained in the Employment Application, including any other materials submitted by an applicant with their application packet. An offer of employment will be conditioned upon legal ability to work in the United States, passing an occupational medical examination, and verification of a candidate's employment information as noted directly above.

HOW TO APPLY AND REQUIRED APPLICATION MATERIALS

- ◆ Mammoth Community Water District Employment Application must be complete and current. The District's Employment Application is available at <http://www.mcwd.dst.ca.us/employment>.
- ◆ Applicants must submit at the time of application, a current copy of their driving record from the State of California, Department of Motor Vehicles (DMV) issued no later than one month prior to application submittal. A California DMV driver record can be obtained at: <https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>.
- ◆ The application and application materials are to be submitted by email only to applications@mcwd.dst.ca.us. Applications via U.S. Mail, in person to the District, or fax will not be accepted. Resumes are not accepted in lieu of an application, although candidates are encouraged to attach resumes containing additional qualifying information if applicable.
- ◆ Date Opened: Monday, 06/22/2026
- ◆ APPLICATION DEADLINE: Monday, 07/13/2026 @ 4:30 p.m.

Immediate and future vacancies may be filled from this eligible list for a period of up to six months from the date of certification.

Mammoth Community Water District

Personnel Services Department
Post Office Box 597

1315 Meridian Boulevard, Mammoth Lakes CA 93546-0597
For application information, call (760) 934-2596, extension 226
Website <http://www.mcwd.dst.ca.us/employment>

*Should you feel you need special accommodations for this examination due to a qualifying disability, please contact Personnel Services Department at (760) 934-2596, ext. 226, at least five days prior to your examination.

FINANCE DIRECTOR
(Official Job Title Finance Manager)

DEFINITION

The Finance Manager position is a highly professional and managerial level position responsible for planning, coordinating, and directing Finance Department functions, staff, and activities. The Finance Manager is a member of the District's Senior Management Team, and participates in the formulation of strategic plans, goals, and objectives.

SUPERVISION RECEIVED/EXERCISED

Receives general/administrative direction from the General Manager. Exercises supervision over supervisory, professional, or technical staff.

DISTINGUISHING CHARACTERISTICS

The Finance Department provides support to the District in strategic planning and budgeting, financial reporting, accounts payable and receivable, purchasing, and payroll. Within this framework, the Finance Manager is responsible for maintaining and directing the accounting functions, customer billing, purchasing, fleet and warehouse inventory management, investment and debt management, and internal control practices of the District. The work of the Finance Manager is characterized by a high degree of professional knowledge and judgment, integrity, and initiative. This is a Confidential classification which means that an incumbent is privy to decisions of District management affecting employer-employee relations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (These duties are a representative sample; and include, but may not be limited to, the following.)

Collaborates with all District department managers to develop and manage the annual operating and capital budgets.

Directs the preparation and implementation of long term strategic financial planning.

Works with the District Management Team to develop and implement interdepartmental special projects and business processes as assigned.

Manages the District's reserve funds to ensure the safety of the funds and provides appropriate investment returns within the liquidity requirements of District operations.

Maintains compliance with all relevant Governmental Accounting Standards Board statements.

Manages and supervises the work of the Finance Department staff, including adherence with District personnel policies and practices, training, performance reviews, hiring, and disciplinary actions.

Oversees the timely and accurate completion of monthly utility billing.

Oversees the timely and accurate completion of bi-weekly payroll processing.

Oversees the timely and accurate completion of weekly accounts payable and monthly accounts receivable processing.

Prepares monthly Finance Department reports for the Board which include budget-to-actual comparisons and reserve fund balance.

Cooperates with the external auditors in the completion of the annual financial audit and preparation of the annual financial statements.

Oversees purchasing policies and practices.

Directs the implementation of and compliance with finance policies and procedures.

Maintains budgetary controls and tracks compliance by departments.

Manages periodic utility rate adjustment studies and rate structure implementation.

Manages the District's employee housing program, including District-owned condominium units and employee home purchase assistance loans.

Provides support to the General Manager in making presentations regarding financial issues to the Board of Directors.

Represents the District in community forums related to utility finances.

Performs special analytical studies as directed by the General Manager.

Establishes and maintains cooperative working relationships with coworkers, outside agencies, and the public.

Performs duties of a similar nature and level as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of utility and public sector (special district) accounting, budgeting, auditing, and finance.
- Utility financial management software and/or systems applications.
- Public utility rate setting, debt management, capital financing, accounting, and budget management practices and standards.
- Investment portfolio management and statutory regulations related to public fund investing.

- Public sector retirement plans, including defined contribution and defined benefit plans.
- Practices and principles of business management.
- Supervisory and management techniques.

Skill to:

- Communicate effectively orally and in writing.
- Think critically and analytically.
- Manage time efficiently and effectively.

Ability to:

- Analyze complex financial issues, assess alternatives, and implement effective solutions.
- Facilitate productive team-focused working relationships within the Finance Department, between departments, and the Management Team.
- Perform professional financial and accounting work assignments with minimal direction and supervision.
- Direct the District's budget development and fiscal controls.
- Prepare a variety of financial reports and statements.
- Supervise performance audits of District services and functions.
- Use computer systems and software packages related to finance and management administration.
- Effectively represent the District's financial policies, programs, and services with individual citizens, community groups, and other government organizations.

MINIMUM QUALIFICATIONS

Education

Graduation from an accredited college or university¹ with a Bachelor's Degree in finance, business administration, public administration, or closely related field.

AND

¹ Acceptable within the United States' accredited college or university system.

Experience

Five years of increasingly responsible experience in finance, accounting, budgeting, or business management, which includes two years in the finance field as a manager or supervisor.

Experience working for a public sector agency is desirable. Certification as a Certified Public Accountant (CPA) or holding a Master's Degree in Business Administration or Public Administration is desirable. Designation as a Certified Public Finance Officer or Certified Government Financial Manager is desirable.

Substitution

Graduation from an accredited college or university² with a Bachelor's Degree and designation as a Certified Public Finance Officer or Certified Government Financial Manager can be substituted for Bachelor's Degree in finance, business administration, public administration, or closely related field.

OR

Graduation from an accredited college or university² with a Bachelor's Degree and five years of increasingly responsible experience at a public sector agency in finance, accounting, budgeting or business management, which includes two years in the finance field as a manager or supervisor can be substituted for Bachelor's Degree in finance, business administration, public administration, or closely related field.

OR

Possession of a Master's Degree in finance, business administration, public administration, or closely related field from a college or university² may be substituted for one year of experience (excluding the manager or supervisor experience).

Special Requirements

Possession at time of appointment and continued maintenance of a valid California Class C Driver License, or equivalent, is required.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two consecutive years is required at time of application or appointment.

Original: 01/01/2010
Revised: 09/30/2025

² Acceptable within the United States' accredited college or university system.