



**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

Accredited with Excellence from the California Association of Joint Powers Authorities

Finance Officer



Finance Officer

ABOUT THE AGENCY

Formed in 1986, the California Joint Powers Risk Management Authority (CJPRMA) acts as a risk-sharing program providing excess liability coverage to its membership and is dedicated to maintaining a commitment to excellence in the protection of its member entities from catastrophic liability and other financial losses. Governed by a board of twenty Directors, CJPRMA boasts a total participation of 84 agencies throughout Northern California, providing coverage for excess liability, property, auto physical damage, cyber liability, drones, and pollution liability. Additional services are provided to the members through the risk management program, including a wide variety of training programs and extensive consultation services. CJPRMA also values ongoing education and participation in public agency organizations such as CAJPA, PARMA, and CSMFO. The office is set up to maximize effectiveness and to provide an ideal environment for Board Members, training attendees, and staff with a state-of-the-art conference room able to accommodate up to seventy people and scenic views overlooking the neighboring vineyards.

MISSION STATEMENT

The California Joint Powers Risk Management Authority is a member-directed excess liability risk retention pool that is dedicated to protecting its members from catastrophic losses and meeting the needs of its members by:

- » Providing comprehensive, stable, and affordable excess liability coverage
- » Offering competitive and flexible coverage programs
- » Delivering quality risk management services
- » Preserving financial strength and solvency

ABOUT THE COMMUNITY

CJPRMA's office is in the beautiful City of Livermore, California's oldest wine region. Located in Alameda County, Livermore is home to renowned science and technology centers such as the Lawrence Livermore National Laboratory Discovery Center and framed by award-winning wineries, farmlands, and ranches that mirror the valley's western heritage. Experience the mild climate while exploring the numerous hiking trails Livermore has to offer. Enjoy your new home as you take a leisurely stroll under the majestic shade trees in Livermore's vibrant and historic downtown. Spend your weekends perusing the local farmer's market, relaxing at the swim center or dog park, and your evenings in the 10-screen cinema or 500-seat performing arts center. With a thriving community, Livermore provides the perks of an urban environment in the eastern San Francisco Bay Area without the congestion.

ABOUT THE POSITION

DEFINITION: Under general direction, plans and organizes the finance division of the Authority. Performs and reviews advanced level analytical and professional accounting work; manages compliance with applicable laws and regulations regarding financial reporting requirements; and performs other duties as assigned.

SUPERVISION RECEIVED: General direction is provided by the General Manager.



- Manages and directs the accounting, accounts receivable/payable, payroll, and other related finance functions.
- Prepares the Authority's Comprehensive Annual Financial Report (CAFR), transmittal letter, and Management's Discussion and Analysis (MD&A) section, the State controller's Annual Financial Transaction Report, and Special District Report.
- Conducts fiscal analyses and studies and prepares timely financial statements.
- Manages the year-end closing process, such as the interim audit, preparation of schedules, and submission of unaudited general ledgers to external auditors.
- Records and accounts for all investment transactions, prepares monthly investment reconciliation report and communicates with investment manager regarding potential cash needs.
- Manages the banking relationship for the Authority's accounts, such as the general, payroll, flexible spending, and OPEB trust account.
- Prepares and monitors the annual budget.
- Calculates annual deposit premiums.
- Monitors and updates all claims expenses and reserves in the risk management information system and general ledger.
- Creates and maintains records on fund balances by individual fund; calculates interest allocation for funds and computes proper fund balances using actuarial and loss data.
- Monitors and updates equity account balances monthly and prepares reports on same.
- Directs information compilation for annual actuarial study, analyzes and reviews findings.
- Develops and implements policies and procedures for the finance division. Communicates regularly with Authority Treasurer regarding financial issues.

- Compiles and submits required governmental reports; prepares special financial projects as requested by Board of Directors and General Manager.
- Responsible for all fiscal aspects of property management and budget creation.
- Plans projects and material associated with fiscal matters, including direction to administrative staff.

Experience, Education, and Training Guidelines:

Any combination of experience, education, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Four years of progressively responsible professional accounting and finance experience. Public agency experience is highly desirable.

Education: Graduation from an accredited college or university with a bachelor's degree in business administration, accounting, public administration, or a related field.

Training: Any recent training such as academic courses and certification programs which are relevant to this job classification.

License: May require possession of a valid California Driver's License and a satisfactory driving record as determined by the Authority; however, a reasonable accommodation alternative will be considered for individuals with a disability.

THE IDEAL CANDIDATE

The ideal candidate will have a strong customer service ethic with the ability to establish and maintain positive working relationships while upholding CJPRMA's vision of meeting members' needs. The ideal candidate will be a leader to the organization and staff in accounting, budgeting, and related governmental reports and communicate these areas clearly to staff and management. The Finance Officer will be comfortable

as part of a team and work collaboratively with all stakeholders. They will be an excellent problem solver, identifying problems, analyzing situations and data, and recommending effective solutions while utilizing their experience with software programs such as Microsoft Office Suite and Great Plains Dynamics.

Key Competencies and Characteristics:

- Knowledge of generally accepted accounting and auditing principles and their application to various accounting transactions and problems such as accrual-basis accounting principles and procedures.
- The ability to understand and apply principles and methods of finance administration, particularly in the areas of accounting, budget preparation, administration, and auditing.
- Familiarity with Governmental Accounting Standards Board, statements and requirements, automated financial management systems and their characteristics and application.
- Experience with preparing complex financial statements, reports, and analyses and identifying, recommending, and implementing improvements to accounting methods and procedures.
- The ability to communicate complex financial concepts to non-accountants clearly and concisely, both orally and in writing.

COMPENSATION/BENEFITS

\$136,040 - \$163,248 annually.

- Participation in CalPERS retirement
 - » Classic Members – 2.7% @ 55, 8% employee contribution.
 - » PEPRA – 2% @ 62, 8% employee contribution.

- Employer contribution of \$1,779 per month towards health benefits.
- Life insurance and Disability Insurance.
- Tuition reimbursement.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This position is open until filled and a qualified applicant can be appointed at any time. To be considered for this exceptional career opportunity, immediately submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted in the early stages of the process). Résumé should reflect years and months of employment, beginning/ending dates.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/1921>

For questions and further information contact:



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Résumés will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be referred to CJPRMA. Selected candidates will be invited to participate in further interviews and selection activities coordinated by CJPRMA.

