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## Chief Financial Officer

Special District Risk Management Authority (SDRMA) seeks a talented professional to fill the role of Chief Financial Officer. This is a rewarding opportunity to join a team committed to providing quality service, fiscal integrity and stability, and member-focused programs that maximize protection and minimize risk to California local governments.

### About SDRMA

Special District Risk Management Authority (SDRMA) is a public entity joint powers authority formed in 1986 to provide property, liability, workers' compensation, and health benefits coverage protection and risk management services statewide exclusively for California public agencies. SDRMA's primary objective is to serve as a single comprehensive resource providing quality coverage protection, risk management services, claims management, and a safety and loss prevention program tailored to meet the complex needs of California public agencies. Located in downtown Sacramento, SDRMA is governed by a seven-member Board of Directors supported by 16 staff members.

### About the Position

The Chief Financial Officer is an executive level position and reports to the Chief Executive Officer (CEO). Under general direction, the Chief Financial Officer is responsible for the management and overall efficiency and effectiveness of the Finance Division, including all aspects of accounting, financial reporting, purchasing and payroll.

The Chief Financial Officer is responsible for supervising and training two division staff members, evaluating, monitoring and reviewing the Authority's financial activities, coordinating and monitoring financial activities of third-party investment managers, overseeing daily accounting and payroll functions, identifying a wide variety of potential financial issues related to the coverages provided by the Authority, making recommendations to assist members with financial related issues, and providing written reports to the CEO and the Board.

The duties include, but are not limited to:

- Supervising division staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and make hiring, termination, and disciplinary recommendations.
- Directing the activities of the Finance Division to include overseeing the development and administration of policies, procedures, programs, goals and objectives, and present them to applicable individuals and/or groups as necessary.
- Overseeing daily accounting and bookkeeping functions including monthly and annual financial statements, reconciliations, journals and reports; accounts payable and accounts

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receivable functions including check and invoice preparation; bi-weekly payroll and the annual financial audit.

- Maintaining relationships with and providing customer service to applicable individuals and groups; serving as a resource for members, vendors, staff, the general public, and/or other interested parties.
- Preparing and/or analyzing a wide variety of business financial analytics, correspondence, reports, and/or other written documentation for accuracy and completeness.
- Preparing and monitoring the Authority's Annual Budget.
- Administering and monitoring the Division budget including allocating resources and approving expenditures.
- Assisting with board meeting agenda preparation, ensuring accuracy and quality of material, writes staff reports, and making presentations to the Board of Directors, as required.
- Performing a variety of other duties for the benefit of the Authority as assigned.

Periodic travel within the State of California is required, both by car and by air, including frequent absences from home requiring overnight stays for one or more nights. Mileage and expenses will be reimbursed. Working nights, weekends or holidays may occasionally be required/necessary.

### **Education and Experience**

- Bachelor's Degree in directly related field or equivalent; Master's Degree in public administration, Finance, Accounting, or other related field is preferred.
- Ten years directly related experience, five years of which are at management level; public agency experience or governmental risk pool experience is preferred.
- Knowledge of Microsoft Office and Microsoft Dynamics is preferred.
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing**

- Possession of a valid California driver's license and a driving record acceptable that meets the standard/policy that applies to the Authority's members.
- Possession of Certified Public Accountant (CPA) designation issued by the California Board of Accountancy is highly preferred.
- Possession of a professional designation issued by The Institutes, such as Associate in Risk Management (ARM), Associate in Insurance Data Analytics (AIDA), or Chartered Property/Casualty Underwriter (CPCU), is desirable.

### **Compensation and Benefits**

This position is classified under the Fair Labor Standards Act (FLSA) as exempt, salaried. The salary range is Level 6 (\$165,709 - \$234,143). SDRMA offers a competitive benefits package, including



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participation in CalPERS. SDRMA also offers the option of a hybrid work telecommuting schedule and alternative 9/80 work schedule.

**To Apply**

**The recruitment is open until filled.** Interested candidates **must** complete our online employment application and attach a resume: <https://www.sdrma.org/about-us/employment-application/>