
Finance Manager

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 Finance Manager is a manager-level position and reports to the Chief Financial Officer (CFO). Under general direction, the Finance Manager is responsible for the day-to-day operational activities of the department to ensure accurate, timely and effective communication with the CFO regarding the Authority's finances, financial trends, bookkeeping functions and related compliance.

The Finance Manager is responsible for: supervising and training division staff, evaluating, monitoring and reviewing financial activities of the Authority, posting various entries related to the financial activities of the Authority, 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 CFO.

The duties include, but are not limited to:

- Within established controls, oversees daily accounting and bookkeeping functions including monthly and annual financial statements, monthly claim reconciliations, journals and reports. and ensures that appropriate documentation is maintained.
- Overseeing the accounts payable and accounts receivable functions including ensuring that checks are posted to the proper general ledger accounts.
- Supervises full-time and temporary staff, including work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Prepares documentation for authorization of fund transfers.

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- Ensures conformance with established accounting principles and internal controls, managing member districts, vendor, and general ledger accounts.
 - Provides financial comparisons, preparation and presentation of financial statements and other information as requested.
 - Significantly responsible for preparing the annual budgets for the major programs of the Authority and the operating account.
 - Makes recommendations to the CFO for Division procedures and policies.
 - Responsible for preparing the bi-weekly payroll.
 - Responsible for the annual financial audit.
 - Responsible for improving the effectiveness and efficiency of the Financial Division.
 - Coordinates with Member Services any financial issues which may impact Member Services Division and
 - Assists with all Member billings.
 - Providing administrative support to the CFO.

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 and seven years directly related, technical experience including three years supervision.
- 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.

Compensation and Benefits

This position is classified under the Fair Labor Standards Act (FLSA) as exempt, salaried. The salary range is Level 5 (\$126,293 - \$178,450). SDRMA offers a competitive benefits package, including 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/>