



ACCOUNTING MANAGER

The Opportunity

The Citrus Heights Water District (CHWD) offers an exciting career opportunity to public or private sector accounting professionals who have a passion to advance their careers and serve as an Accounting Manager in a service-oriented, rapidly evolving special district in the Sacramento region.



About the Citrus Heights Water District

The Citrus Heights Water District was founded in 1920, operating under the State of California Water Code. CHWD provides drinking water to an estimated service area population of 70,000 customers through more than 21,000 water service connections. CHWD's service area is 12.8 square miles, including portions of Citrus Heights, Fair Oaks, Orangevale, Carmichael, Roseville and unincorporated Placer County in the Greater Sacramento Region.

CHWD has 40 full-time dedicated employees to operate and maintain its water system, ensuring high-quality and reliable water, while providing great customer service. The District is governed by a three-member Board of Directors who are elected by District and appoint a General Manager. The 2025 CHWD annual operating budget is approximately \$17.9 million, and its 2025 Capital Improvement Budget is \$18.3 million.





Mission

It is the mission of the Citrus Heights Water District to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner.

Vision

The Citrus Heights Water District will continue to evolve as a dynamic provider of municipal water service to ensure that our customers receive the best value without giving it a second thought.

Core Values

- Integrity
- Accountability
- Teamwork
- Professionalism
- Dependability



The Community CHWD Serves

The Citrus Heights community is family friendly and features great schools, beautiful parks, a wide array of youth programs and numerous community events, in addition to many local shops and restaurants. Close to Sacramento, the region also enjoys the cultural, educational, and recreational amenities of a major metropolitan area.

The Sacramento area offers amenities that are attractive to those who enjoy an active lifestyle. Residents enjoy fishing and water sports in local waterways, snow skiing and related activities in the Sierra, trails and bikeways, wine tasting, and countless other outdoor activities. Sacramento is also home to an NBA franchise, along with professional baseball and soccer teams.

The Sacramento region offers numerous educational institutions, including California State University, Sacramento, the University of California, Davis, the McGeorge School of Law, four campuses of the Los Rios Community College District, and other two-year and four-year institutions are all located in the immediate area.

The Position

Reporting to the Director of Administrative Services, the Accounting Manager is an exempt, at-will management position responsible for planning, organizing, directing and supervising the District's financial activities with a focus on accounts receivable, accounts payable, fixed assets, and general accounting functions and customer service activities. The Accounting Manager performs professional and complex accounting work in the analysis and reconciliation of a variety of financial transactions, along with managing a variety of technical tasks associated with the accounting functions of the District. Some of the essential job duties include:

- Recommending and assisting in the implementation of goals and objectives; establishing schedules and methods for the implementation of District financial and accounting activities; implementing policies and procedures.
- Planning, prioritizing, assigning, supervising, and reviewing the work of staff involved in the performance of District financial, accounting, and customer service activities. The Accounting Manager currently supervises a team of five staff members.
- Evaluating operations and activities of assigned responsibilities; recommending improvements and modifications; and preparing various reports on operations and activities.
- Participating in budget preparation and administration; preparing cost estimates for budget recommendations; and monitoring and controlling expenditures.
- Participating in the selection of staff; providing or coordinating staff training; working with employees to correct deficiencies; and implementing discipline procedures as necessary.
- Supervising the maintenance of accurate records of customer accounts, including receivables, delinquencies, and property transactions; and assisting with maintaining the District's customer information and financial information systems.
- Preparing bills and notices to District customers.
- Performing a variety of routine to difficult accounting and financial recordkeeping work in the preparation of financial and statistical records and reports.
- Managing vendor contracts and services related to District financial and customer service activities.
- Resolving conflicts related to meter reading accuracy, delinquent accounts, disconnected accounts and billing disputes or errors.
- Maintaining the District's general ledger, closing and adjusting journals and ledgers; and maintaining and reconciling balances on cash accounts.



Key Opportunities

As the CHWD will be undergoing transformational change in the coming years, the next Accounting Manager for the District will have the opportunity to work collaboratively with internal team members to deliver and ensure solid financial practices are in place to support District operations now and in the exciting growth period that lies ahead. Key opportunities include:

- The next Accounting Manager will have a career hallmark opportunity to work with others to deliver and integrate a new Enterprise Resource Planning (ERP) system.
- The CHWD is poised during the next seven years to grow significantly due to Board-directed policy initiatives, including a significant increase in expenditures beginning in the year 2030 to support CHWD's annual Capital Improvement Program. The next Accounting Manager will play a key role in ensuring proper CIP accounting is in place to support this anticipated growth.





Ideal Candidate

The ideal Accounting Manager candidate will possess extensive experience with complex financial and accounting tasks having worked for either a government entity or a private sector accounting professional desiring to learn in a rapidly evolving, special district environment. In addition, knowledge, skills and experience in the following areas will position the next Accounting Manager for success:

- Experience leading financial activities with a strong understanding of governmental accounting principles, regulations, and processes is highly desirable. While these attributes will position the successful candidate to integrate more quickly, the District is willing to entertain accounting professionals interested in migrating from the private sector to a special district environment.
- Effective communication skills and the ability to relay technical financial information to non-technical audiences is essential.
- The Accounting Manager must be approachable and able to effectively lead a team. A strong teamwork orientation and the ability to establish and maintain effective working relationships with internal and external stakeholders is imperative.
- The successful candidate will be highly organized and have a demonstrated track record of exhibiting the initiative to constantly pursue emerging best financial practices.
- Experience with Capital Improvement Project (CIP) accounting and internal financial controls would be an asset to the District.
- Utility billing experience and prior experience with Enterprise Resource Planning (ERP) system implementation is desirable.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, public administration or a related field.

Experience: Seven years of increasingly responsible accounting, financial and customer service work experience with two years serving in a lead accountant or supervisory role.

Licensure: Possession of a Certified Public Accountant license is desirable, but not required by the District.



Compensation & Benefits

The salary range for the Accounting Manager is **\$125,278 to \$169,104**, with placement in the range made depending on qualifications. In addition, subject to Board direction/approval, District salaries are reviewed annually for a Cost-of-Living Adjustment (COLA). The District also offers a competitive and attractive benefits package that includes the following:

Pay for Performance System: The District offers an innovative Pay for Performance system which is in conjunction with the annual employee performance evaluation. Based on an employee's performance rating, both merit adjustments and one-time rewards and recognition amounts may be awarded.

Retirement: Retirement is provided through CalPERS. Classic CalPERS members are eligible for 2% @ 55 formula, while PEPRA members are 2% @ 62. Employee pays the employee portion.

Flexible 4/40 Work Schedule: The District observes a 4/40 work schedule (Monday-Thursday, 10-hour days).

*A telecommuting agreement could allow a hybrid schedule.

Deferred Compensation: The District offers optional enrollment in a pre-tax payroll-deducted 457 plan. The District offers 3% employer match, based on annual limits as established by the IRS.

Health Benefits:

- **Medical:** The District provides health insurance plan options for employees and dependents; offers a \$400 monthly medical stipend to employees who do not enroll into the District's health plan.
- **Dental and Vision:** The District provides dental and vision coverage to employees and dependents through Principal Insurance Group.

Vacation Leave/Management Leave/Sick Leave: The District offers generous vacation and sick leave benefits beginning at monthly accruals of 8 and 8 hours respectively. In addition, management employees receive 80 hours of management leave (cash-out available), and 10 hours of floating holidays per year. Additional paid days off between the Christmas and New Year's holidays are also provided to District staff.

Life Insurance: The District pays \$250,000 of employee life insurance. Additional supplemental life is available to employees at their own expense.

Relocation Assistance: The District will provide relocation assistance to the selected candidate if needed.



The Recruitment Process

Questions can be directed to Brittney Moore, Administrative Services Manager at bmoore@chwd.org or 916-735-7711.

Interested candidates are encouraged to submit a CHWD Employment Application or resume to hr@chwd.org and should apply immediately, as this recruitment will close once a sufficiently strong candidate pool has been established.

The Citrus Heights Water District is an Equal Opportunity Employer.

