



SAN ELIJO

JOINT POWERS
AUTHORITY

Invites your interest for the position of

DIRECTOR OF FINANCE AND ADMINISTRATION



THE OPPORTUNITY

The Director of Finance and Administration reports directly to the General Manager and is responsible for supervising the SEJPA's Finance and Administration Department. The position oversees all aspects of the agency's finances, including accounting, auditing, grant, bond, loan, capital project accounting, and operational budgeting; establishing systems for financial controls; and administrative functions including payroll, human resources, records management, safety, and risk management.

Essential Knowledge, Skills, and Abilities

- ◆ Knowledge in the following areas: generally accepted accounting principles, practices and methods; budgeting; data processing applications; information systems management; public purchasing requirements; insurance coverage; and fiscal and budgetary planning.
- ◆ Knowledge of federal and state laws, rules, and regulations regarding personnel administration, including labor relations, fair employment, hiring process, termination, workers compensation, benefit administration, Americans with Disabilities Act, etc.
- ◆ Knowledge of laws and regulations pertaining to liability, property, vehicular, boiler and machinery, and workers' compensation insurance.
- ◆ Knowledge of federal and state laws, rules, and regulations including employee compensation and payroll taxes, state sales tax, and federal tax exemptions.
- ◆ Ability to establish and maintain cooperative working relationships to foster a team approach.
- ◆ Ability to apply objective and fair assessments in disciplinary matters.
- ◆ Ability to communicate clearly and concisely, both written and orally, and to review and edit documents for proper English usage.

COMPENSATION & BENEFITS

The salary range for this position is \$129,569 to \$179,957 per year.

SEJPA offers a generous and competitive benefits package including:

Health Insurance: SEJPA contributes toward its employees' and their dependents' health, dental, and vision care plans. The health care plans are through the California Public Employees' Medical and Hospital Care Act.

Life and AD&D Insurance: SEJPA provides life insurance for its employees. This amount of coverage is equal to an employee's annual salary rounded up in increments of \$1,000.

Retirement: CalPERS formula, either CalPERS 2.0% at 62 or CalPERS 2.0% at 60, depending on individual eligibility.

Vacation Leave: Employees shall be entitled to accrue annual vacation leave by years of continuous service. Starting with 104 hours in the 1st year, and increasing to 128 hours in the 5th year, and 152 hours in the 11th year.



APPLICATION PROCESS

To apply for this opportunity, please visit www.sejpa.org to download an application. Please then send a cover letter, resume, and signed application by email to Jennifer Basco at bascoj@sejpa.org.

Questions regarding this opportunity, can also be sent by email to Jennifer Basco. The schedule to initiate candidate interviews is Monday, November 18, 2019; however, this schedule may adjust accordingly to response and Agency needs. The position will be open until filled.

