



# CHIEF FINANCE OFFICER

***Closing Date: May 20, 2025***

# ABOUT TVMWD



Three Valleys MWD (District/TVMWD) is a government agency that was formed by a vote of the people in 1950. It is one of the 26 member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and Northern California. The District gets its name from the three areas that it serves: the Pomona, Walnut, and East San Gabriel Valleys. There are 14 cities and water agencies that are within the TVMWD service area, which covers an area of 133 square miles and a population of over 500,000. The District's annual budget is \$91 million, with the majority of the expenses associated with the purchase and sale of water. A publicly elected, seven-member Board of Directors presides over TVMWD.

# THE POSITION

The CFO is responsible for the District's finance and accounting functions. Plans, organizes, and directs the District's financial affairs, including but not limited to financial planning for capital projects, budgeting, accounting, cash management, internal controls, payroll processing, and rate setting. Collaborates with General Manager and Executive Managers to develop management strategies. The position performs a wide variety of technical duties and provides financial technical support to the Board of Directors, General Manager, and other departments; conducts and completes special projects as assigned.



# THE RIGHT CANDIDATE

TVMWD is seeking an experienced finance professional that will be a leader in cultivating and elevating the District's commitment to its core values. They must demonstrate accountability and broad financial skills at all levels while creating a place where people can do their best work.

**This is a hands-on role-** the ideal candidate will enjoy working in day-to-day financial operations and strategic initiatives, working closely with team members to ensure accurate, efficient, and forward-thinking financial management. They will readily take ownership of assignments, have a sense of humor, be dedicated to their chosen field, and be willing to do whatever it takes to get a job done. Maintains professionalism in all interactions, even with differing viewpoints. They must enjoy the excitement of working on multiple tasks and show good judgment.

# ESSENTIAL FUNCTIONS

- Assumes management responsibility for all finance department functions.
- Responsible for the preparation, organization, and review of the annual District operating and capital budget and the establishment of annual water rates and charges.
- Oversees the annual audit and the preparation of the monthly budget reports, monthly treasurer's report, and other related monthly financial reports; supervises accounts payable, accounts receivable, payroll and related duties, and general ledger accounting functions.
- Preparation of the District's annual strategic plan with executive management.
- Negotiate and prepare agreements related to finance projects and review and consult on agreements developed by other departments to ensure financial integrity.
- Leads, plans, organizes, integrates, and evaluates the work of Department functions through assigned Finance staff by establishing goals and performance measures.
- Represent and coordinate Finance activities with District departments, elected officials, member agencies, and external agencies; specifically, those influencing MWD regarding matters that impact the District's finances.
- Maintains the District's investment activity and prepares regular status reports and recommendations for the Board of Directors; reviews investment actions for accuracy and conformance to policy; seeks to maximize investment interest by capturing competitive investment issues and funds.
- Prepares memoranda and presentations on behalf of executive management to the Board of Directors and other audiences.
- Conducts surveys and performs research and statistical analyses as requested; prepares related reports and recommendations; compiles materials in the preparation of reports and manuals.
- Performs related duties as assigned.

# REQUIREMENTS & QUALIFICATIONS

## Education & Experience

The Chief Finance Officer will possess a combination of education and experience equivalent to:

- Seven (7) years of progressively responsible governmental or private/public utility accounting experience required, which includes four (4) years of management and supervisory experience. Work experience shall demonstrate the preparation of various financial statements, reports, annual budgets, financial analyses, governmental reporting, and general office management.
- Bachelor's degree in accounting/finance from an accredited college or university.
- CPA license is preferred.
- Knowledge of Caselle accounting systems is a plus.



## Physical Demands & Conditions

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

# COMPENSATION & BENEFITS

The salary range is \$192,653 – \$308,246 annually. In recognition of the value its employees deliver to the District, TVMWD offers a comprehensive Benefits Program which includes:

**Work Schedule:** Four 10-hour days, Monday through Thursday.

**Telecommuting Opportunities:** Up to 1 day per week, depending on job duties (only after 6 months of service) and in accordance with the policy.

**CalPERS Retirement:** 2%@62 formula for PEPRAs employees; 2%@55 for Classic employees. Employees pay 7% – 7.75%. TVMWD does not participate in Social Security but does participate in Medicare.

**Deferred Compensation:** Two plans are offered to employees: 401(a) – TVMWD a match of employee contributions up to \$500 per month (\$6,000/year) and a 457 voluntary plan where employees can elect to deferred compensation pre- and/or post-tax up to the IRS limits.

**Medical:** Employees may elect from Anthem Blue Cross PPO, High Deductible PPO, HMO, and Kaiser HMO plans. Employees pay 0–5% of medical premiums for individual/couple/family.

**Dental & Vision:** Full coverage for employee and family at no cost to employees.

**Employee Assistance Program (EAP):** Available to employees and their families at no cost to employees.

**Health Reimbursement Arrangement (HRA):** TVMWD pays \$1,000 annually for out-of-pocket health related expenses not covered by insurance.

**Health Savings Account (HSA):** TVMWD contributes up to \$800/annually into an HSA account for employees who select a high deductible plan.

**Short/Long Term Disability (STD/LTD):** TVMWD pays 100% of premiums.

**State Disability Insurance (SDI):** TVMWD pays State Disability Insurance.

**Life Insurance:** TVMWD offers 2x the annual salary up to \$300,000.

**Holidays:** 14 days per year (after one year of service).

**Paid Time off:** 232+ hours per year, depending on years of service.

**Wellness:** On-site gym available and more.

**Other Benefits Include:** Telephone reimbursement, Jury Duty coverage, Flexible Spending Account (FSA), Retiree Health, and Supplementary life insurance.

For a list of all benefits offered by TVMWD please visit [www.threevalleys.com](http://www.threevalleys.com).

Are you a Finance professional with experience in financial and statistical statements, governmental accounting standards, are self-motivated and independent, and who will enjoy working in a smaller professional environment?

Would you like to work for an agency with flexible working conditions and great benefits, including four 10-hour days? If so, we want to hear from you!

**JOIN THE TEAM!**



# MEET OUR TEAM



**Rich Quintero**

**INSTRUMENTATION/ELECTRICAL  
SYSTEMS OPERATOR**

"I'm incredibly grateful for the supportive environment at Three Valleys. Management has always gone above and beyond to provide the necessary recourses for success. It's the best career choice I've ever made."



**Marissa Turner**

**ADM/COMMS ASSISTANT**

"Working at TVMWD is more than just a job, it's a career and the place you want to retire from. The management team supports their staff and promotes a positive working environment for you to grow. The people you meet here aren't just coworkers, they become your second family."



**Sylvie Lee**

**CHIEF WATER  
RESOURCES OFFICER**

"I enjoy working at Three Valleys, every single day –even on those challenging days. We have an awesome culture – from the top to all the staff, including our Board of Directors, General Manager and all my colleagues."



**Dom Aguiar**

**OPERATIONS SUPERVISOR**

"Working in TVMWD you get the small-town feel, great culture, and opportunities to further your professional growth."

# APPLY NOW!

Applications are due by 11:59 PM PST on Tuesday, May 20, 2025. To be considered for this exciting and rewarding career opportunity, please submit your completed District application and resume via email to the Human Resources department at [3vHR@tvmwd.com](mailto:3vHR@tvmwd.com). Applicants may obtain an application by visiting [www.threevalleys.com](http://www.threevalleys.com). Communication regarding the recruitment process will be sent to the email address listed on your application.

**Note:** The information contained in this job announcement is in abbreviated form. This announcement does not constitute a formal offer of employment and is not a complete list of the terms and conditions which affect District employment. Persons selected for employment will be required to pass a medical examination. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process.





**THREE VALLEYS**  
MUNICIPAL WATER DISTRICT

## GET IN TOUCH



Viviana Robles, HR Manager



(909) 293-7030



[3vHR@tvmwd.com](mailto:3vHR@tvmwd.com)