



Financial Operations Manager

\$120,000 - \$140,000.00

(Commensurate with education, experience, and skills)

Basin Irrigation and Drainage Authority (BIDA) Financial Operations Manager

[Reclamation District No. 1500 \(RD 1500\)](#) was formed in April 1913 and provides drainage and flood control to 70,000 acres within 55 miles of levees between the Sacramento River and Sutter Bypass. The RD1500 Board of Trustees is composed of seven Sutter Basin landowners.

[Sutter Mutual Water Company \(SMWC\)](#) was formed in February 1919 to operate, manage, and control water system, water appropriations, and water rights to supply good quality irrigation water from the Sacramento River, at cost, to stockholders/landowners. SMWC's primary water source come from appropriate water rights and the U.S. Bureau of Reclamation (USBR) settlement contracts. SMWC serves approximately 46,746 acres of irrigated land through 200 miles of canals and 500 turnouts. The SMWC Board is composed of seven stockholder directors.

[Basin Irrigation and Drainage Authority \(BIDA\)](#) is a Joint Powers Authority (JPA) of the Reclamation District 1500 and the Sutter Mutual Water Company and was initiated on October 1, 2019 to comprehensively manage the activities of RD1500 and SMWC by providing water and drainage service staff to support the operations of RD1500 and SMWC. BIDA is committed to promoting the common welfare of Landowners and Water Users in the Sutter Basin and providing services in an efficient way at a reasonable cost. The BIDA Board is composed of five directors from RD1500 and SMWC.

Financial Operations Manager

BIDA is seeking an experienced and dynamic individual with good people skills to support the General Manager in all matters of the Basin Irrigation and Drainage Authority, the Sutter Mutual Water Company, and the Reclamation District 1500. The Financial Operations Manager will work collaboratively with the General Manager, Operations Manager, field staff, office manager, water customers and regional partners in their efforts to operate, manage, and control water systems, handle water appropriations and provide agricultural drainage and flood control solutions.

The ideal candidate will possess strong analytical/process management skills and the ability to clearly and concisely present financial/statistical material to the general manager and board members.

At least three years of experience is required in the following areas.

FINANCIAL OPERATIONS MANAGER

1. Financial Management

- Preparing, monitoring, and communicating the annual budget to board members and other stakeholders in written and verbal forms
- Overseeing the general accounting of receivable and payable accounts
- Analyzing financial conditions data
- Preparing and maintaining clear and comprehensive financial statements, reports and other fiscal records
- Planning, organizing, and administering purchasing and contract management
- Managing water and assessment billing (Storm)
- Oversight of transfer of water company shares in a timely manner
- Providing payroll management, employee benefits including insurance, pension plans and other HR related actions
- Overseeing investment management with direction of General Manager and Board/Trustee members

2. Regulatory Reporting

- Practicing general audit practices
- Providing tax filings and reporting
- Managing grant status and reporting
- Reporting for Reclamation Reform Act (RRA)
- Reporting transparency requirements for BIDA and RD 1500

3. Board Management (SMWC-RD I 500-BIDA)

- Supporting board and trustee elections and tabulations
- Preparing board meeting agendas, reports, minutes
- Providing general correspondence and General Manager support

Additional Skills

- Possess general agricultural knowledge
- Ability to develop and manage of policy and procedure documents
- Experience in personnel administration at General Manager direction
- Knowledge of sound records management practices
- Ability to lead innovation and continuous improvement with technical excellence and accountability by staying ahead of industry trends

FINANCIAL OPERATIONS MANAGER

Environment

Must have the ability to:

- Perform work primarily in a standard office setting with some travel from site to site
- Have exposure to noise, dirt, dust, traffic, electrical energy, and high voltage
- Work irregular hours occasionally
- Work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain
- Interact with the general public and property owners, contractors, suppliers and state, federal, county, and other public agencies

Remote work schedule available upon approval of the General Manager

Education/Experience/License

1. Education

Equivalent of a bachelor's degree from an accredited college or university in Finance, Accounting, Public Administration, Business Administration, or a related field that is relevant to the operating areas of the Agency. An equivalent combination of education and/or experience may substitute for the listed qualifications.

2. Experience

Five years of progressively responsible experience in accounting, financial management; public agency experience is preferred.

3. License

Possession of, or ability to obtain and maintain, an appropriate, valid driver's license, Notary or ability to acquire in the first 6 months.

To Apply

Submit resume and cover letter to Apply@solutions-MRG.com **no later than Tuesday June 21, 2022**. For Questions regarding the application process, contact Dawn Bullwinkel at (916) 494-3359 or dbullwinkel@solutions-mrg.com.