

EMPLOYMENT OPPORTUNITY

CONTROLLER

\$102,003 - \$132,600 Annually (DOQ)
Plus excellent paid benefits

THE POSITION

There is one vacancy in the Controller Department, Finance and Treasurer Division. This position is designated as at-will and serves at the pleasure of the MID Board of Directors.

This is an exempt position and part of the Management and Confidential Group. Any individual may apply during this simultaneous recruitment.

The list established as a result of this recruitment may be used to fill future Controller vacancies that may occur within the District through March 7, 2009.

Essential duties include:

- Participate as part of management financial team to monitor financial policies
- Prepare long-range financial planning materials
- Advise District employees on accounting and budgeting policies and procedures
- Develop accounting and budgeting policies
- Direct financial audits and provide recommendations for procedural improvements
- Monitor trustee activities for financing
- Attend meetings, including the Modesto-Santa Clara-Redding (MSR) and Transmission Agreement of Northern California (TANC) Commission meetings
- Present periodic financial statements to Board and management group
- Represent District on various committees, including: MSR on Project audit committees, public entity Joint Audit Committee and TANC audit/budget committee; oversee staff participation in MSR audit work
- Prepare financial information for annual report
- Effectively supervise department staff; prepare and review employee evaluations
- Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures
- Manage the accounting operations including the review of journal entries, payroll, accounts payable, accounts receivable and statutory reporting
- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and District policies and procedures

Other related duties include: other duties as assigned

MINIMUM QUALIFICATIONS

Any combination of education, experience, knowledge and abilities may satisfy the necessary minimum qualifications. A typical way to obtain the education, experience, knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with a degree in accounting, finance or directly related field. CPA preferred. MBA/MPA desirable.

Experience: Five to ten years of increasingly responsible experience performing accounting, finance and budgeting work at the level of this position in the public sector, including at least two years experience in supervision. Directly related experience at the level of this position in a public utility setting is preferred; electric utility experience is highly desirable.

Knowledge and Abilities:

- Knowledge of finance, accounting, auditing, budgeting and cost control principles, practices and applications including Generally Accepted Accounting Principles
- Knowledge of automated financial and accounting reporting systems with Oracle preferred
- Working knowledge of Microsoft Office word processing, spreadsheet and presentation programs
- Knowledge of federal and state financial regulations
- Ability to analyze financial data and prepare financial reports, statement and projections
- Knowledge of short and long-term budgeting and forecasting
- Ability to develop and implement goals and objectives
- Work requires professional written and verbal communication and interpersonal skills including ability to effectively present information to small and large groups
- Demonstrated ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects
- Demonstrated ability to effectively supervise, train and evaluate professional, technical and clerical support staff
- Ability to participate in and facilitate group meetings
- Demonstrated ability to maintain effective relationships with employees, business colleagues and the public
- Ability to occasionally travel to attend conferences and meetings in- and out-of-state.

Special Requirement: Must have and maintain a valid California Class C driver's license.

APPLICATION PROCEDURE

Qualified applicants must submit a completed District application and the attached supplemental application to the Human Resources Department. In addition, a supplemental statement (one or two pages) describing experience and qualifications for the position is recommended but not required.

Applications will be reviewed on a comparative basis and only those most qualified will be invited to continue in the selection process which will consist of an overall assessment of the individual's skills through (1) oral interview; (2) Assessment Center; (3) review of work history; and (4) contacting of references to include current and former supervisors.

The applicant must have passed the interview portion of the recruitment in order to proceed to MID's Assessment Center. A candidate must perform successfully in each phase of the testing in order to continue in the selection process.

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 526-7341. California Relay Service is available at (800) 735-3933 voice and (800) 735-2929 TDD.

APPLY IMMEDIATELY. Recruitment will close upon receipt of sufficient number of qualified District applications. Applications are available at www.mid.org or at the MID Human Resources Department, 1231 11th St., Modesto, CA 95354, (209) 526-7341.

**THE SUCCESSFUL APPLICANT WILL BE REQUIRED TO PROVIDE VERIFICATION OF HIGH SCHOOL DIPLOMA OR GED AND OFFICIAL EDUCATION TRANSCRIPTS AND PASS A MEDICAL EXAM INCLUDING A DRUG AND ALCOHOL SCREEN AND A COMPLETE BACKGROUND CHECK PRIOR TO BEGINNING WORK.
EOE**

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.

Supplemental Application – **CONTROLLER**

This position requires that you complete and submit a supplemental application along with the standard District application to assess your qualifications. Please answer each of the following questions. You are encouraged to prepare your answers using a word processing program. Your responses should be two to three paragraphs in length. Attach additional sheets as necessary.

Applications without this Supplemental Application will not be considered. PLEASE DO NOT INDICATE, "REFER TO RESUME", AS IT WILL BE VIEWED AS AN INCOMPLETE ANSWER.

1. Describe your experience and understanding of public sector accounting and auditing principles.
2. Describe what current or emerging issue you feel has or will have a significant impact in public sector accounting.
3. Describe your management style and how you develop a cohesive team that produces quality work.