



WATER IS OUR FUTURE



**MAMMOTH COMMUNITY WATER DISTRICT
IS SEEKING A**

Principal Finance Analyst



Principal Finance Analyst

Mammoth Community Water District

FILING DEADLINE:

Monday, 08/24/2026

(Recruitment 26-011)

THE ORGANIZATION

The Mammoth Community Water District is committed to carefully and effectively managing and maintaining our local water resources. The District provides water and wastewater services to meet the health and safety needs of the community. All work is conducted in a safe, financially sound, and high-quality manner. We are committed to our customers and the environment in which we live.

THE COMMUNITY OF MAMMOTH LAKES

Located in the Inyo National Forest of Mono County, California, in the Eastern Sierra Nevada Mountain Range, Mammoth Lakes (named from the mining era, Mammoth Mining Co.) is the largest incorporated town within the greater Mono and Inyo County areas. Mammoth Lakes serves as the popular skiing, camping, hiking, fishing, and geological Mecca of the region.

Mammoth Lakes (permanent pop. 7,191, 2020 Census, with periods of up to 35,000 due to tourism) is a dynamic community within a world-renowned National Forest and geological environment which attracts visitors from around the globe.

With a ski season that generally spans mid-November through the end of May, Mammoth Mountain is one of the premier ski areas in the country, including downhill skiing, snowboarding, cross-country skiing, snowmobiling, and dog sledding. The surrounding area offers summer recreation opportunities, including fishing, hiking, climbing, camping, off-roading, mountain biking, horseback riding, and golf. Mammoth Lakes is also a gateway community to world-class attractions such as Yosemite National Park, Devils Postpile National Monument, Death Valley National Park, and the John Muir and Ansel Adams Wilderness areas.

Mammoth Lakes' regional heritage can also be experienced through the areas numerous festivals, annual events, artisan markets and events, and cultural celebrations. Mammoth Lakes offers an excellent family life environment, housing, a thriving K-12 education system, a well-developed community college network, hospital, clinics, and airport.

POSITION DESCRIPTION

The Principal Finance Analyst provides direct support to the Finance Manager and supervises the work of Finance Department staff. As the Principal Finance Analyst gains experience in the position, they will be assigned additional responsibilities and duties of increasing scope and complexity commensurate with their demonstrated skills and knowledge.

Duties and responsibilities could include:

- Ensuring the timely and accurate completion of all operational requirements of the Finance Department, including utility billing, customer payment processing, payroll, accounts payable, accounts receivable, procurement, and warehouse management.
- Working alongside the Finance Manager and in collaboration with other department directors, assist in the development of the annual revenue, operating, personnel and capital budgets, and related cash flow projections.
- Supporting the Finance Manager, providing data and analysis for timely financial reporting, including monthly reports to the Board and annual audited financial statements.
- Reviewing and maintaining the structure of internal controls to minimize the risk of errors and fraud.
- Managing the District's record of capital assets, including establishing capital project budgets, capitalizing completed projects and disposing of assets taken out of service, reconciling the construction in progress account, and completing the annual depreciation process.

This is a Confidential classification which means that an incumbent is privy to decisions of District management affecting employer-employee relations.

BENEFITS PACKAGE

The District provides an outstanding benefits package including but not limited to:

- ◆ Health & Welfare – Three Anthem-Blue Cross medical benefit plans offered through ACWA/JPIA. Regardless of plan selected, the District contribution level for an employee and the employee's eligible family members is set at 100% of the Advantage PPO rate level. The District contributes 100% of the premium for employee and family for Delta Dental and VSP Vision.
- ◆ Retirement/Pension – 20% of annual gross contributed by District to self-directed investment funds 401(a) plan, with a five-year vesting period.
- ◆ Deferred Compensation – The District matches 50% (maximum 2% of annual salary) of employee contribution to a Deferred Compensation 457(b) plan.
- ◆ Life Insurance – The District contributes 100% of the premium for employee (2x annual wage, max. \$200,000, 2-month waiting period), spouse, and dependents (\$1,500/\$1,000).
- ◆ Long- and Short-Term Disability – District contributes 100% of the premium for employees (180-day waiting period for long term and 60-day waiting period for short term).
- ◆ Holidays – Nine holidays, plus 24 hours personal holiday per year.
- ◆ Vacation Leave – 0-2 years/10 days per year, 3-4 years/15 days per year, 5-8 years/17 days per year, 9-14 years/19 days per year, 15+ years/20 days per year, 320-hour cap with one cash out option annually.
- ◆ Sick Leave – 8 hours per month, 500-hour cap with cash out option.
- ◆ Several District-owned condos available for rent by District employees.
- ◆ Employee Home Purchase Assistance Program for District employees.



THE COMPENSATION

Principal Finance Analyst salary range is \$57.85 – \$75.11 hourly.

THE IDEAL CANDIDATE

The ideal candidate will have a collaborative approach to leadership and maintain open communication with staff at all levels. The selected Principal Finance Analyst should be a motivated, proactive problem solver with strong leadership abilities, sound judgement, strong critical thinking and analytical skills, and respect for people at all levels.

Desired knowledge and experience might include knowledge of the principles and practices of public sector accounting and finance; financial and/or enterprise resource management software systems; budget management practices and standards; and internal controls and financial audits.

At a minimum, the selected candidate should have the following education and experience:

- **Education:** Bachelor's degree from an accredited college or university that is acceptable within the United States' accredited college or university system, with a preferred major in finance, business administration, public administration, or related field.
- **Experience:** Four years of progressively responsible experience in finance, accounting, budgeting, or business management. Progressively responsible supervisory duties, or development and administration of programs serving the public is desirable.
- **Substitution:** Additional qualifying experience may be substituted for the required education on a year-for-year basis. OR Possession of a Master's Degree from a college or university that is acceptable within the United States' accredited college or university system may be substituted for one year of experience.
- **Driver License:** Possession and continued maintenance of a valid California Class C Driver License or equivalent. Proof of a driving record free of multiple or serious traffic violations or accidents for two consecutive years.

THE SELECTION PROCESS

Depending upon the number of applicants meeting the filing requirements and minimum qualifications, applicants will be scheduled for one or more of the following processes listed below:

- ◆ Application Review (Upon receipt, applications are screened according to the minimum qualifications/standards outlined previously, with the most qualified applicants being recommended to the Finance Department.)
- ◆ Performance Examination* (Weighted 100%, a job related performance examination.)
- ◆ Oral Examination Conducted in Person* (Weighted 100%, candidates are asked structured questions and must respond orally to allow the interview panel to evaluate the specific qualifications of each applicant.)



Applicants must achieve a passing score on the examinations to qualify for consideration. In addition, the District will verify a candidate's employment history, education, certification, licenses, training, credit report, and other information contained in the Employment Application, including any other materials submitted by an applicant with their application packet. An offer of employment will be conditioned upon legal ability to work in the United States, passing an occupational medical examination, and verification of a candidate's employment information as noted directly above.

HOW TO APPLY AND REQUIRED APPLICATION MATERIALS

- ◆ Mammoth Community Water District Employment Application must be complete and current. The District Employment Application is available at <http://www.mcwd.dst.ca.us/employment>.
- ◆ The application and application materials are to be submitted by email only to applications@mcwd.dst.ca.us. Applications via U.S. Mail, in person to the District, or fax will not be accepted. Resumes are not accepted in lieu of an application, although candidates are encouraged to attach resumes containing additional qualifying information if applicable.
- ◆ Date Opened: Monday, 07/27/2026
- ◆ APPLICATION DEADLINE: Monday, 08/24/2026 @ 4:30 p.m.

Immediate and future vacancies may be filled from this eligible list for a period of up to six months from the date of certification.

Mammoth Community Water District

Personnel Services Department
Post Office Box 597

1315 Meridian Boulevard, Mammoth Lakes CA 93546-0597

For application information, call (760) 934-2596, extension 226

Website <http://www.mcwd.dst.ca.us/employment>

*Should you feel you need special accommodations for this examination due to a qualifying disability, please contact Personnel Services Department at (760) 934-2596, ext. 226, at least five days prior to your examination.

PRINCIPAL FINANCE ANALYST
(Official Job Title Principal Administrative Analyst)

DEFINITION

The Principal Administrative Analyst directs the business management functions of a department or division.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from a General Manager, department head/manager or designee. Exercises supervision over professional, technical, and clerical staff.

DISTINGUISHING CHARACTERISTICS

Principal Administrative Analyst is the highly advanced working level class in the Administrative Analyst series. Principal Administrative Analyst is a class that may be allocated to various District departments. Incumbents have overall responsibility for department or division business management functions, including personnel management, organizational analysis and development, budget development and coordination, developing and monitoring operating policies and procedures, public and media relations, and supervision of subordinate professional, technical, and clerical staff. This is a Confidential classification which means that an incumbent is privy to decisions of District management affecting employer-employee relations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (These duties are a representative sample and include, but may not be limited to, the following.)

Confers with and advises the department head/manager and management staff on District and general departmental administrative policies and procedures.

Supervises the development and operation of systems for budgetary, accounting, personnel, records management, and other administrative functions of the department.

Assists in determining methods for carrying out the broad overall policies and procedures of the department.

Represents the department on administrative matters before boards, commissions, committees, and other agencies as required.

Leads and participates in gathering and analyzing departmental organization, staffing and workload data; evaluates and prepares recommendations on departmental requests for program changes.

Analyzes the types and levels of services; develops recommendations for the most effective organization structures, functions, staffing, services, and use of other resources.

Coordinates interdepartmental and departmental activities with other District departments, and with outside agencies.

Supervises and evaluates professional, technical, and clerical staff.

May serve as public information officer, including planning, conducting, and coordinating department or District emergency communication efforts, and/or efforts to create and maintain a favorable and accurate image of the District.

Prepares reports, correspondence, memoranda, special studies and research, and maintains records and files.

Performs duties of a similar nature and level as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Operational characteristics, services, policies, procedures, and activities of assigned department
- Fundamental principles and practices of public administration.
- District organization, operations, budgeting, personnel management and supervision.
- Principles of budgetary and financial controls.
- Statistical and mathematical principles, analysis techniques and applications.
- Research methods.
- Principles and procedures for collecting and analyzing data and information.
- Business letter and report writing principles and techniques.

Skill to:

- Communicate effectively orally and in writing.
- Think critically and analytically and manage time.
- Use of all manner of office equipment, computer systems and applications software (e.g., spreadsheets, data base managers, word processors, social media, basic office equipment, etc.).

Ability to:

- Read, analyze, and interpret policies, procedures, laws, statutes, rules, and regulations.
- Maintain accurate records and files.

- Lead staff and manage programs.
- Maintain confidentiality.
- Establish and maintain effective interpersonal and group relationships at all organizational levels, with other agencies, and with the public.
- Demonstrate and maintain initiative, creativity, maturity, integrity, loyalty, accountability, and good judgment.
- Learn, educate, and train on all manner of assignment area operational processes.

MINIMUM QUALIFICATIONS

Education

Graduation from an accredited college or university that is acceptable within the United States' accredited college or university system and possession of a Bachelor's Degree.

AND

Experience

Four years of progressively responsible, professional management, administrative, public administrative, or personnel experience as an Administrative Analyst assigned sole administration and responsibility of a program within the department appointed with the District, or equivalent experience gained at another public agency.

Substitution

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

OR

Possession of a Master's Degree from a college or university that is acceptable within the United States' accredited college or university system may be substituted for one year of the required experience.

Special Requirements

Possession at time of appointment and continued maintenance of a valid California Class C Driver License, or equivalent, may be required.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two consecutive years prior to date of application may be required at time of application or appointment.

Note

Recruitments - Recruitments and/or certification may be limited to applicants and/or candidates possessing a specific education background related to the specific position vacancy as determined by Personnel Services Department.

Original: 07/09/2018
Revised: 04/03/2025