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Vice President        Director  
  
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Director



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General Manager      Brenda Kane  
   Billing Manager  
  
Rick Trites              Nancy Veerkamp  
Meter Reading/Backflow      Board Clerk/Admin  
  
Solano Irrigation District  
Operator & Maintenance

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## **Rural North Vacaville Water District (RNVWD)**

### **Advertisement for Independent Contractor Executive Assistant**

RNVWD is requesting qualifications and resumes (RFQ) from interested parties for the independent contractor position of Executive Assistant (EA). This position is not as an RNVWD employee, and no benefits are provided. The Executive Assistant will report directly to the General Manager (GM), Board President and Board of Directors.

In this role, we seek a qualified Executive Assistant (EA) to advance our agency's strategic financial planning. The E.A. will collaborate with the General Manager and oversee finances of the District. The position will require assisting GM with planning, preparing agendas, district certifications and act as interim when GM unavailable.

- The period for the RFQ is open until the position is filled.
- The District is offering a fixed monthly fee, ranging from \$3,000 to \$3,700 (DOE) for part-time services up to Sixty (60) hours per month.
- Interested contractors should submit their resume and qualifications via email to [admin@rnvwd.com](mailto:admin@rnvwd.com).
- Interested parties should ideally be located within the RNVWD District and must have offices in Solano County.
- Bond will be required.

The Ad Hoc Committee of the Board of Directors will schedule interviews and evaluate applicants' qualifications, skills, experience, and attributes to determine the best fit for the District. The Board will review updates from the Ad Hoc Committee at their regular monthly meeting on the second Tuesday of each month.

Solano Irrigation District (SID) is currently our Licensed Operator, responsible for the repair and maintenance of the District's facilities, and will continue in this role.

An Independent Contractor can be an Individual/Sole Proprietor, California Corporation, Partnership, or Limited Liability Company. This offer may be terminated or suspended at the District's discretion. Any final agreement with a selected contractor will be negotiated.

Detailed information can be found on the District's website at [WWW.RNVWD.COM](http://WWW.RNVWD.COM)

## **Executive Assistant Qualifications**

- **Education & Experience:** Bachelor's degree in accounting, finance, business, or equivalent relevant work experience. CPA certification is a plus. Minimum of 5 years of similar business responsibility.
- **Technical & Financial Proficiency:** Proficient in QuickBooks and Excel. Experience in municipal financing, enterprise accounting, audits, banking, county fund management, and cash management. Competent in analyzing and reviewing monthly Profit and Loss statements, balance sheets, accounts payable, and receivable reports.
- **Strategic & Investment Planning:** Experience in capital improvement plan financing, long-term strategic financial planning, and investment management.
- **Risk Assessment & Bonding:** Ability to critically assess business and financial risks. Applicant must become bonded.
- **Leadership & Management Skills:** Proven leadership abilities, maintaining productive relationships with consultants, staff, and board members. Proficient in planning, organizing, problem-solving, and teamwork. Ability to motivate and lead other independent contractors.
- **Communication & Interpersonal Skills:** Excellent written and verbal communication skills, along with interpersonal skills in persuasion, listening, cooperation, and diplomacy.
- **Business Performance & Team Development:** Commitment to improving business performance and developing team capabilities.
- **Ethical Conduct & Organizational Alignment:** High standards of ethical conduct, honesty, and integrity. Aligns behavior with the organization's needs, priorities, and goals. Fosters commitment and team spirit.
- **Physical Ability:** Capable of standing, climbing, walking, lifting, bending, pulling, pushing, grasping, reaching, stooping, crouching, sitting, typing, reading, writing, color determination, speaking, and listening for extended periods.
- **Availability:** Work hours other than normal work schedule.

## **Responsibilities**

1. Maintain a copy of the monthly CORE billing data for use in responding to customer request for current account information.
2. Prepare budgets and monitor expenditures.
3. Submit reports of monthly bank statement and all accounts and banking activity.
5. Implement relevant legislation and policies.
6. Maintain customer deposits in a separate deposit account for pre-payment or refund of fees for Annexations, New Connections, Main Extensions, engineering and other services as outlined in the District Fee Schedule.
7. Maintain relations with banks and rating agencies.
8. Evaluate financing options from lenders when appropriate to finance major capital improvement approved by the Board.
9. Manage the company's investment activity and make recommendations to Board.
10. Perform risk management (liquidity, interest rates, ventures etc).
11. Assist in the development of financing strategies.
12. Review the monthly bank statement and all accounts and banking activity.



13. Review monthly financial statements prepared by the District's independent contractor and CPA Accounting firm and submit monthly financials for Board approval.
14. Monthly provide to the District's CPA a binder with the monthly check payments with invoice backup and with cost codes. Review the monthly financial reports prepared by the CPA and submit for Board approval.
15. Assist and manage the annual audit, provide documentation, verify accounting information, coordinate with the Independent Auditor, the District CPA, and Billing Manager.
16. Other tasks as directed by Board.

#### **Tasks to be Performed if GM is not available**

1. Meet as needed with the Board President to discuss current District business.
2. Prepare and update agreement with recurring independent contractors providing services to the District and submit to Board for approval.
3. Obtain bids/proposals from independent contractors for services when required for work other than recurring contracts.
4. Assume responsibility for cash management procedures
5. Pay bills and vendors under \$5,000. Over \$5,000, obtain Board President Approval.
6. Oversee the collection of all customer accounts and the preparation and sending of shut off and delinquency notices, recording liens and preparing a delinquency report for Board approval and inclusion on the County property tax roll.
7. Review all credit card billings.
8. Review the monthly invoices from the District Staff and other vendors and prepare payment with handwritten checks for approved amounts, cost code, and mail in a timely manner. Post checks on the Wells Fargo Positive Pay fraud protection system.
9. Prepare District invoices for District services billable to 3<sup>rd</sup> party developers, customers, and others for the services outlined in the District Fee Schedule. Track this revenue source monthly on the financial reports.
10. Assist and manage the annual audit, provide documentation, verify accounting information, coordinate with the Independent Auditor, the District CPA, and Billing Manager.
11. Oversee the collection of all customer accounts and the preparation and sending of shut off and delinquency notices, recording liens and preparing a delinquency report for Board approval and inclusion on the County property tax roll.