



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Budget & Analysis Supervisor

Annual Salary Range: \$131,877 - \$164,708 plus

full benefits including CalPERS pension

Application Deadline: August 18, 2024

Are you a bright, enthusiastic, energetic and customer service-oriented finance professional who values the outdoors and preserving open space? Midpeninsula Regional Open Space District has an excellent opportunity for a skilled Budget & Analysis Supervisor to join our team! Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility.

About the Position: Qualified candidates have knowledge of principals, practices, procedures, and techniques for public agency/governmental budgeting, reporting, and analysis, and District wide administrative practices.

Central knowledge, skills, and experience include (but are not limited to)

- participation of the daily operations and activities of the Budget & Finance department
- participation in the development, administration, and oversight of the department's annual budget
- develop and implement the appropriate financial processes, procedures, and systems to ensure the timely and accurate preparation and presentation of the District's annual Capital and Operating Budget supervision, training, and evaluation of staff responsible for the budget functions
- presentations to executive staff and the Board of Directors
- assist with the preparation for, and the management of, the District's annual outside financial audit
- assist departments in understanding and controlling their financial records
- preparation of clear and concise reports and policies
- assist with the timely and accurate preparation and presentation of required reports for the District's Bond Oversight Committee
- performing research and analysis
- independently perform the full range of finance duties as assigned
- provide high quality staff assistance to the Budget & Finance Manager

Qualities

- Excellent written and interpersonal skills
- Strong attention to detail
- Problem solver
- Commitment to excellent customer service

Highly Desired

- Public sector experience
- Masters degree

Education and Experience: *any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to graduation from an accredited college or university, ideally with a degree in accounting or finance with a public administration focus and
- Three (3) years of progressively responsible experience in budgeting/financial administration.
- A masters degree and public sector experience are highly desired.

Licenses & Certifications Required: Possession of a valid California Driver's License.

How to Apply: A note to applicants who currently live outside of the San Francisco Bay Area: before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

Ready to apply? Great! We welcome your application online at CalOpps.org.

(To avoid missing email communication regarding your status in this recruitment, please add mpropenspace@calopps.org to your contacts or list of safe senders)

Required application items:

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

Schedule:

(Dates are subject to change. We cannot accommodate individual schedules.)

- First Interview (virtual): **September 9, 2024**
- Second Interview (in person): **September 18, 2024**

At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

Midpeninsula Regional Open Space District is an Equal Opportunity Employer

Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at (650) 691-1200 or via email at hr@openspace.org.

Put your passion for Open Space to work!