

SAN GORGONIO PASS WATER AGENCY

BEAUMONT, CALIFORNIA

*“Bring Your Administrative &
Financial Skills to a Team Where
Every Contribution Matters”*

SAN GORGONIO PASS
WATER AGENCY



EMPLOYMENT OPPORTUNITY ADMINISTRATIVE & FINANCE COORDINATOR

Journey or Senior Level

Appointment Based on Qualifications

HR Dynamics & Performance Management

HRDPM.COM

THE POSITION AND OPPORTUNITY

San Geronio Pass Water Agency—Where Teamwork Drives Success!

San Geronio Pass Water Agency (SGPWA) is seeking a highly organized and resourceful professional to join its small, collaborative team as an Administrative & Finance Coordinator or Senior Administrative & Finance Coordinator. This is a single vacancy that may be filled at either level depending upon the qualifications and experience of the selected candidate.

The position provides an interesting combination of financial, accounting, payroll, administrative, and Clerk of the Board support. Working under the general supervision of both the Chief Financial Officer and Executive Assistant/Clerk of the Board, the successful candidate will support two important functional areas of the Agency and will need the judgment, organization, and communication skills to effectively manage a variety of responsibilities and deadlines.

Financial and accounting responsibilities include payroll processing, financial record-keeping, accounts payable and receivable support, bank deposits, journal entries, spreadsheets and reports, budget assistance, audit support, and resolution of accounting discrepancies. The position also supports Board and administrative functions including preparation and distribution of Board materials, records management, public notices and filings, meeting coordination, correspondence, agendas, and related administrative activities.

At the Senior level, the incumbent will perform the full range of duties with greater independence and initiative, independently administer payroll, provide more advanced accounting and budget support, coordinate Board agenda posting and meeting logistics, and serve as the primary backup to the Executive Assistant/Clerk of the Board.

COMPENSATION AND BENEFITS

Salary:

Administrative & Finance Coordinator
\$74,663 - \$95,984 Annually DOQ

Senior Administrative & Finance Coordinator
\$84,891 - \$108,941 Annually DOQ

An offer may be made within these ranges, dependent on the qualifications and experience of the finalist candidate.

Retirement: CalPERS 3% @ 60 plan for Classic members; 2% @62 for new members (or those with previous membership and a break in service greater than six months) known as PEPRA members. Classic members pay 3% of the employee's share. PEPRA members pay the full employee contribution as determined by CalPERS. The Agency also participates in Social Security.

Health/Dental/Vision: The Agency pays the full cost of health for employee and dependents through CalPERS (value of \$1,967/mo.). If covered elsewhere, employees who opt-out are eligible for 75% of the plan cost. Employees also receive up to \$5,000 annually for medical expense reimbursement. The Agency also covers the full cost of dental and vision plans. An optional Flexible Spending Account is available.

Deferred Compensation: For PEPRA members, the Agency provides a 5% contribution; plus up to an additional 5% matching. All employees may participate in a voluntary 457 plan.

Disability: The Agency provides fully paid Short and Long Term Disability plans.

Flexible Work Schedule: This position will have a 9/80 work schedule.

Holidays: The Agency offers 12 paid holidays.

Vacation: Starting vacation accrual rate is negotiable based on prior years of experience and current accrual rate.

Sick Leave: Employees accrue one day of sick leave per month.

Personal Time Off: Two days of personal leave per fiscal year.

Group Life Insurance: A program of basic life insurance is available to all regular full-time employees.

Cell Phone Allowance: The Agency provides \$73 per month.

Professional Development and Membership Dues: The agency pays for job related professional development and dues.

Higher Education: Educational assistance and tuition reimbursement program available.

Wellness Program: The Agency provides up to \$500 annually for qualified fitness and/or wellness related expenses.

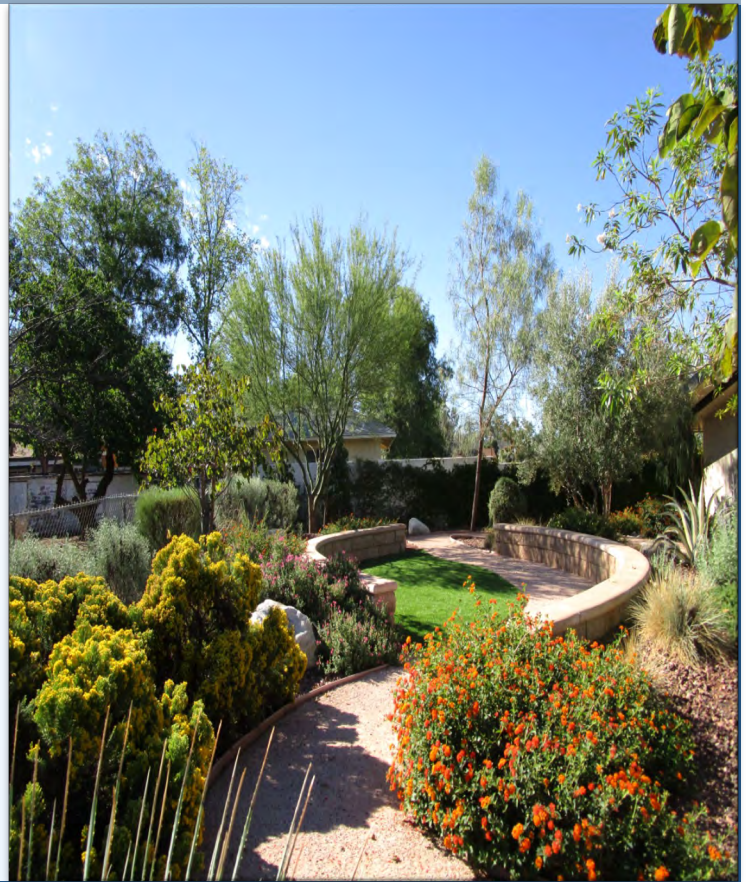
CULTURE & VALUES

San Gorgonio Pass Water Agency is proud of its strong workplace culture built on trust, accountability, and teamwork. Employees at SGPWA work in a close-knit, collaborative environment where communication, mutual support, and shared responsibility are essential to daily success.

The Agency values professionals who take ownership of their work, contribute positively to team dynamics, and approach challenges with initiative and a solutions-oriented mindset.

Employees are trusted to work independently while also recognizing that reliability and excellence are achieved through cooperation and respect.

Above all, SGPWA offers a supportive organization with strong leadership, excellent benefits, and a culture where individual contributions are visible, appreciated, and impactful.



THE ORGANIZATION

The San Gorgonio Pass Water Agency (“SGPWA” or “Agency”) was established in 1961 by the California State Legislature. SGPWA is a public agency governed by a publicly elected seven - member Board of Directors. The Agency boundaries extend through the cities of Calimesa, Beaumont and Banning, and the Riverside County areas from Cherry Valley to Cabazon. The Agency boundaries also include a small area in San Bernardino County. The Agency is one of 29 State Water Contractors. Each Contractor is responsible for the importation of water through the State Water Project (California aqueduct) into each Contractor’s service area.

The Agency’s mission is to import supplemental water and to protect and enhance local water supplies for use by present and future water users, and to sell imported water to local water districts within the service areas of the agency. The Agency’s vision is to partner with other local stakeholders to assure that growing regional water needs are met, optimizing the use of existing resources, without adverse impacts on local groundwater basins. The Agency has three primary roles: 1) State Water Contractor, 2) Groundwater Basins, and 3) Water Conservation and Education. The General Manager reports to and serves at the pleasure of the Board of Directors, and is responsible for the administration and the activities of the Agency under the direction and guidance of the Board of Directors. Additional information about the San Gorgonio Pass Water Agency can be found on their website at www.sgpwa.com.

QUALIFICATIONS

Administrative & Finance Coordinator

Two (2) years of progressively responsible administrative, accounting, bookkeeping, payroll, records management, or related experience. Public agency experience is highly desirable.

Senior Administrative & Finance Coordinator

Four (4) years of progressively responsible experience in accounting support, payroll administration, bookkeeping, financial recordkeeping, administrative services, Clerk of the Board support, or related functions. Experience in a public agency or special district is highly desirable. Experience supporting governing board activities is desirable.

Education—Both Levels *

Equivalent to high school graduation and an Associate's Degree or equivalent (60 semester units or 90 quarter units) from an accredited college or university with coursework in accounting, finance, business administration, public administration, or a related field.

** Additional qualifying experience may be substituted for the required education on a two-for-one basis.*

License—Both Levels

Valid California Class C driver's license with a satisfactory driving record.

Senior Level—Highly Desirable

- Bachelor's Degree
- Notary Public certification
- Certified Municipal Clerk (CMC) or CSDA Board Secretary/Clerk Certification
- Relevant public agency accounting, payroll, or public finance certification/coursework



EXAMPLES OF DUTIES*

- ⇒ Process payroll and maintain payroll records; review timesheets, leave balances, deductions, and payroll adjustments.
- ⇒ Enter accounting transactions; assist with accounts payable/receivable, bank deposits, journal entries, purchasing, and vendor payments.
- ⇒ Prepare and maintain financial spreadsheets and records; compile data and assist with budget preparation, monitoring, audits, and financial reporting.
- ⇒ Research and resolve accounting discrepancies.
- ⇒ Assist with preparation and distribution of Board meeting materials, agendas, public notices, filings, and meeting logistics.
- ⇒ Maintain official Agency records, filing systems, calendars, schedules, and electronic records.
- ⇒ Respond to inquiries and coordinate meetings, training sessions, travel arrangements, reimbursements, and special events.
- ⇒ Maintain confidentiality of sensitive financial, personnel, legal, and administrative information.

** Refer to the Agency's full job description for additional information.*

THE IDEAL CANDIDATE

- ◆ The ideal candidate is a highly organized, efficient, and resourceful professional who combines strong financial and accounting skills with excellent administrative abilities and a genuine commitment to teamwork. This individual will be comfortable working in a small-office environment where responsibilities are varied, priorities may change, and employees work collaboratively across functional areas to accomplish the Agency's goals.
- ◆ Strong accounting and payroll experience will be particularly valuable. The successful candidate will be accurate and detail-oriented, comfortable working with financial records and spreadsheets, and capable of managing deadline-driven processes where accuracy and timeliness are equally important.
- ◆ At the Senior level, the Agency will seek greater depth of experience and the ability to independently perform payroll administration, financial support, budget assistance, and increasingly complex accounting and administrative assignments.
- ◆ An important aspect of this position is the opportunity to support two functional areas of the Agency. Working with both the Chief Financial Officer and Executive Assistant/Clerk of the Board, the successful candidate will balance a variety of financial, payroll, Board, and administrative responsibilities, many of which are deadline-driven.
- ◆ The ideal candidate will be skilled at prioritizing assignments, and comfortable managing multiple responsibilities simultaneously. Equally important will be strong communication skills—the ability to keep both supervisors appropriately informed, anticipate upcoming deadlines, seek clarification when priorities need to be coordinated, and work collaboratively to ensure important commitments are met.
- ◆ The successful candidate will be an excellent communicator who follows through on commitments and remains composed, flexible, and productive in a deadline-driven environment. They will exercise sound judgment, maintain confidentiality, anticipate needs, identify and resolve problems, and demonstrate the initiative and resourcefulness necessary to keep work moving forward. Strong organizational and time-management skills, attention to detail, and the ability to shift priorities when necessary will be essential.
- ◆ Fit is especially important at SGPWA. The Agency offers a close-knit, collaborative workplace where employees depend upon one another and individual contributions are highly visible. The ideal candidate will be approachable, dependable, flexible, and willing to pitch in wherever needed. In SGPWA's small-team environment, employees understand that every responsibility matters—from complex financial and Board support assignments to routine day-to-day office needs—and willingly support one another to get the job done.
- ◆ While previous Clerk of the Board or public agency administrative experience would be valuable, candidates should not be discouraged if their strongest background is in accounting, payroll, and financial support. For the right candidate, many of the Agency's administrative and Board-support processes can be learned. Particularly important in the selection process will be demonstrated financial aptitude, accuracy, sound judgment, organizational ability, initiative, communication skills, adaptability, and the interpersonal skills necessary to become a trusted and valued member of the SGPWA team.



TO APPLY

To be considered for this opportunity, submit a cover letter and detailed resume to Jobs@HRDPM.com no later than 5:00 p.m. **on Friday, November 20, 2026**. Each document must be submitted in PDF format.

Candidates need only apply once. All applicants will be evaluated for the level for which they are best qualified, and candidates qualifying for the Senior level will also be considered for appointment at the Administrative & Finance Coordinator level.

If you have any questions, or would like to discuss this opportunity further, please do not hesitate to contact:

Rhonda Strout-Garcia, Executive Recruiter

Rhonda@hrdpm.com

HR Dynamics & Performance Management

San Gorgonio Pass Water Agency is An Equal Employment Opportunity /ADA Employer

THE SELECTION PROCESS AND SCHEDULE

Following the closing date, resumes will be screened in relation to the criteria defined in this brochure. Applicants with the most relevant qualifications will be invited to personal interviews with the HRDPM recruiter anticipated to take place the week of December 7, 2026.

The most qualified candidates will be invited to a panel interview after the holidays the week of January 4, 2027, with the panel identifying the finalists.

Subsequently, internal selection interviews will be held the week of January 11, 2027 followed by reference checks, a conditional job offer, and a background check. References will only be contacted for the finalist candidate.

It is anticipated that the selected candidate will commence employment in February, 2027. The above schedule accommodates the Thanksgiving and December holiday breaks.

