

FINANCE DIRECTOR

DEFINITION

The Finance Director is an at-will, exempt management position. Under the direction of the General Manager; assigns, plans, organizes, oversees, reviews, and directs the activities pertaining to general financial management, accounts payable, accounts receivable, payroll, fixed assets, budgeting, revenue collection, utility billing, treasury and debt management, financial management, purchasing and grant accounting systems; and performs and directs other work as assigned.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all of the duties and responsibilities of the Finance Director classification:

Finance Duties:

- Assign, plan, organize, oversee, review, and direct the activities pertaining to general financial management and related financial activities.
- Provides advice and consultation on the development of District financial resources, programs and policies.
- Develops and implements long-range financial planning, protects District assets, and develops and implements internal controls for budget and accounting processes.
- Develops and maintains a fully integrated Management Information System, ensuring the availability of necessary financial, statistical, and District recordkeeping information.
- Directs the gathering and distribution of financial data and projections for the preparation of the District budget.
- Assists the General Manager and/or Assistant General Manager with the analysis, preparation, presentation, and monitoring of the District budget.
- Oversees the recording of assets and ensures timely and accurate posting to the general and subsidiary ledgers.
- Develops, prepares, and presents financial reports and statements.
- Conducts analytical studies as directed by the General Manager.
- Responsible for being fully informed on all District plans, programs, budgets, policies and activities.
- Attends Board and other District meetings.
- Oversees District utility billing, collection of revenue, accounts payable, cash management, payroll, investment, and debt service activities and processes.
- Coordinates, as needed, with the Assistant General Manager and other members of the management team.
- Assures compliance with Federal, State, local and District policies, regulations, contracts and agreements.
- Oversees financial activities related to grant administration as necessary.
- Performs related financial duties as assigned.

Typical Physical Activities:

- Communicate with District Board members, co-workers, department employees, and the public in writing, and face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, scanners and facsimile machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

EMPLOYMENT STANDARDS**Knowledge of:**

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Computerized management information and fiscal systems.
- Investment principles and practices.
- Cost accounting and contract administration.
- Principles of leadership, supervision, training and management.
- Organizations, operations and challenges of Special Districts.
- Laws, rules, ordinances and legislative process regulating District functions, programs and operations.

Ability to:

- Assign, plan, organize, oversee, review, and direct the activities pertaining to general financial management and related financial activities.
- Provide supervision, training, work development and evaluations for District financial staff.
- Coordinate District budget development and fiscal controls.
- Direct the maintenance of ledgers and journals.
- Oversee the preparation of financial reports and statements.
- Communicate clearly and concisely with staff and public, both orally and in writing.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Provide advice and consultation to the General Manager on the development of fiscal systems, policies, and assets.
- Effectively represent the District's financial functions with individuals, community groups, and other government organizations.
- Establish and maintain cooperative working relationships with co-workers, department employees, outside agencies, and the public.
- Evaluate and make recommendations on improvements to existing District operations, programs, services, and goals and objectives.
- Positively represent the District in meetings with customers, the public and other entities.
- Exhibit and support employee development of the District's values.

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required License/Certificate/Registration/Experience:

- **Education:** A Bachelor's Degree is required in Business Administration, Public Finance or closely related field including significant course work in accounting and information systems management. An MBA degree or a Certified Public Accountant is desirable.
- **Experience:** At least five (5) years increasingly responsible professional level complex work in financial analysis, fiscal policies and planning, accounting, management information system development and budgeting.

Licensure:

- **Driver's License:** Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job.