

DIRECTOR OF FINANCE

DEFINITION

Under administrative direction of the General Manager, the Director of Finance supervises, oversees and manages the activities and operations of the Finance Department including financial reporting, general accounting, purchasing, warehousing and inventory control; budget preparation, payroll, debt administration, revenue management, administration of invested funds and performs other related duties as required.

CLASS CHARACTERISTICS

The Director of Finance is an executive management classification responsible for complex functions related to the fiscal and business components of the District. The position will provide direction, hands-on management, and continual improvement of day-to-day and long-term financial operations. Work is performed with a very high degree of independence and judgment. The incumbent supervises subordinate staff in the finance department, as well as works closely with other management staff as assigned.

CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED

Supervised by:	General Manager
Exercises supervision over:	Accounting Clerk Accountant
MOU:	Management, Supervisory, and Confidential
Status:	Exempt

ESSENTIAL DUTIES (Duties may include, but are not limited to, the following):

Assumes full management responsibility for all Finance Department services and activities including financial and accounting processes including preparation and maintenance of the fiscal and accounting records, and preparation of accurate and timely financial reports; directs the development and implementation of new and/or modified general accounting and internal control systems and procedures; prepares month-end and year-end closing and oversees and coordinates annual audits.

Directs, supervises, and participates in all aspects of the District's annual budget development and monitoring; provides financial and statistical analysis and assistance to District departments, as well as the Board of Directors; determines the fiscal impact of policies and Board's requests; provides financial information and analysis in support of all rates, fees, and charges, both existing and proposed.

Manages the District's payroll function, including tax reporting; supervises staff responsible for processing payroll, ensures that payroll work meets standards of accuracy and established deadlines and includes the proper application of collective bargaining contract provisions and policies related to compensation, resolves and responds to more complex inquiries from employees, performs budgetary position control, and assists in the calculation of payroll projections.

Exercises supervision over assigned staff; interviews and recommends selection of candidates, establishes performance expectations, prepares, and conducts employee evaluations, conducts informal counseling on work issues, prepares documentation and improvement plans to address work problems/ deficiencies, and recommends and implements approved disciplinary actions.

Directs the integration of computer-based systems for accounting and business record-keeping including project management, work orders, inventory, and purchasing, and provides training to staff in their use.

Prepares prudent, reasonable annual accounting division budget and monitors same to ensure expenditures are within budget.

Coordinates all fiscal matters to ensure compliance with State and Federal grant, loan, and bond guidelines and requirements.

Prepares and distributes timely and complete financial reports including State Controller's report, Statements of Financial Position, income statements, and those related to fund balances, cash flow, and investments including supporting documentation.

Develops, prepares, and recommends policies related to fiscal management, compliance, and accountability.

May serve as General Manager in the absence of the GM as assigned.

Provides technical assistance to Customer Service Representative staff regarding, billing, collection, and customer services activities.

Respond to serious customer concerns and provide complaint resolution within District policy.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Principles and practices of financial analysis.
- Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions.
- Fundamentals of investment management, monitoring of assets, and required reporting.
- Cash flow management and financial projections for planning and decision-making.
- Advanced accounting and financial reporting systems.
- Advanced principles and practices of public agency budget development and administration and sound financial management policies and procedures;
- Principles and practices of effective management and supervision including planning, organizing, reviewing work, and training and evaluating staff.
- Computer applications related to accounting, budgeting, and fiscal management.
- Principles, practices, and trends of public and business administration.
- Applicable Federal, State, local, and district laws rules, regulatory codes, ordinances, and procedures relevant to the assigned area of responsibility.

ABILITY TO:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls

for the department-assigned program areas.

- Use modern office equipment including computer equipment and specialized software applications and programs.
- Utilize good judgment in setting priorities, evaluating, and assigning personnel.
- Supervise, train, and evaluate employees.
- Interpret and apply applicable laws, rules and regulations, and technical information.
- Develop sound budgets, fiscal policies and procedures, and internal audit protocols.
- Principles and practices of customer service including collection of delinquent accounts.
- Perform complex accounting and financial analysis.
- Communicate effectively orally and in writing with staff and the public.
- Establish, maintain, and foster positive and effective relationships with others contacted in the course of work.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens.
- Ability to speak and hear at normal conversational levels in person and over the telephone.
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to a bachelor's degree in finance or related field.

EXPERIENCE: Five (5) years of progressively responsible experience in finance, accounting, or auditing preferably in governmental/ municipal agency.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times.