



FINANCE DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, and manages all fiscal activities including accounting, financial planning, cash and asset management, treasury management and investments, debt management, revenue administration and collection, purchasing, budget, cost allocations, and payroll; provides highly responsible and complex professional assistance to the Executive Director and others; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Finance Director is a single incumbent management classification. Within a framework of overall goals and objectives, the incumbent directs agency-wide finance and related support services which includes accounting, budgeting, financial planning and reporting, debt management, and cash management.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director or their designee. May exercise supervision over assigned administrative staff.

EXAMPLES OF DUTIES:

Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job, and not all duties listed are necessarily performed by each individual.

- Prepares and administers internal policies and procedures related to assigned activities; interprets and explains applicable rules, laws, and regulations to others.
- Maintains accounting records in accordance with GAAP and GASB.
- Prepares month and year end closing entries; performs monthly/annual reconciliations for all accounts including bank, grant, subscription programs, and capital assets; prepares financial statements for RWA (Regional Water Authority) and SGA (Sacramento Groundwater Authority).
- Conducts financial reviews of agency's operations and activities and reports findings and recommendations to the Executive Director and Board of Directors.
- Manages and coordinates annual audits with external auditors; and prepares the requested audit materials, schedules, and reports.
- Attends Board of Director and Board Committee meetings; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the Executive Director and Board on financial planning issues.
- Ensures that purchases of materials, supplies, and equipment are conducted according to agency policies and procedures.
- Performs financial modeling and analysis, and maintains budget and forecasting models; administers the budget process, and periodically reports on status of budget to actual.

- As Treasurer for RWA and SGA, oversees cash management, investments, and debt management activities; recommends and implements financial strategies and activities related to the administration of investment, financial, and banking/operational programs.
- Monitors financial trends, investments, economic conditions, and markets in order to predict the impact on the agency.
- Manages the agency's Human Resources activities including benefits administration, coordination and tracking of training, and management of personnel files.
- Oversees the processing of payroll and all related reporting; ensures proper timesheet coding for cost allocation purposes.
- Oversees and directs Information Services activities, and the development and implementation of long-term technology requirements.
- Manages state and federal grants to ensure compliance with agreements; oversees grant coding, billing, and budgeting.
- Monitors and maintains compliance with pertinent federal, state, and local laws, codes, regulations, and ordinances; implements procedures to ensure compliance with applicable laws and regulations.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of current governmental accounting, auditing, purchasing, and budgeting
- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements.
- Financial strategies, modeling and analysis.
- Principles and practices of cash management and investments.
- Uses and application of information technology in the maintenance of accounting records, statistical applications, financial administration, and purchasing administration.
- Principles and practices of budget preparation, management and administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Principles and practices of Human Resources management.
- Modern office procedures, methods, computer software and hardware.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.

Ability to:

- Read, understand, and interpret complex documents related to area of assignment.
- Perform detailed accounting work in the maintenance of the general accounting, budget, and cost systems of the agency.
- Plan, organize, direct and coordinate budget administration.

- Provide specialized or general analysis in support of various accounting functions.
- Prepare journal entries and maintain ledgers.
- Communicate clearly and concisely, both orally and in writing; explain complex fiscal information in an easily understandable manner.
- Attend Board of Director and Board Committee meetings; and present staff reports and agenda items for consideration by the Board.
- Compile and analyze data to prepare and support reports.
- Research issues related to assigned area of responsibility.
- Effectively administer the Human Resources activities of the agency.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain confidentiality of records and information.
- Effectively operate a computer and standard business software programs and databases related to the area of assignment.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the knowledge, skills, and abilities necessary to perform the duties of the position. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a Bachelor's degree from an accredited college or university in accounting, finance, business or public administration, public policy, or a closely related field.

AND

- Five (5) years of professional accounting and finance experience including two (2) years in a municipal or similar setting in a management capacity.

Licenses and Certifications:

- Current valid Certified Public Accountant (CPA) license from the State of California Board of Accountancy.
- Possession of a valid California Class C Driver's License with a satisfactory driving record.

PHYSICAL, ENVIRONMENTAL, AND WORKING CONDITIONS:

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; and to attend meetings and to visit various sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before

groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds; and are required to attend off-site board, committee, and other meetings.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Working Conditions

May be required to work a varied schedule of hours, which may include evenings, weekends, and holidays.