

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE: FINANCE DIRECTOR
DEPARTMENT: ADMINISTRATION
REPORTS TO: GENERAL MANAGER

JOB SUMMARY:

Under direction of the General Manager, the Finance Director plans, organizes, directs and supervises District accounting, auditing, accounts payable/receivable, payroll, utility billing, general ledger, cash management, purchasing, investments and financial reporting; assists in the planning, development, preparation and monitoring of the District budget; assists the overall organization to improve business and financial practices; recommends ways to maximize assets, minimize costs and augment revenues.

DISTINGUISHING CHARACTERISTICS:

Functions as first line supervisor of professional staff and volunteers within the Finance division of the Administration Department, providing leadership in assigned activities and performing the more technical and complex tasks relative to assigned area of responsibility. Coordinates personnel and projects in the Finance division.

SUPERVISION RECEIVED/EXERCISED:

Finance Director receives direction from the General Manager and exercises direct and indirect supervision of Accountant I - II, Administrative Assistants, Billing Clerks and other professional staff and volunteers.

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing business practices.

- Organize, manage and supervise District accounting, auditing, accounts payable/receivable, payroll, utility billing, general ledger, cash management, purchasing, investments and financial reporting
- Ensure goals and objectives of the General Manager and Board of Directors are achieved by planning and developing accounting and auditing operations and related office procedures

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- Assist in the development and implementation of Division, Department and District goals, policies and objectives; develop comprehensive plans to address future needs
- Ensure all regulatory compliance including Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB); prepare federal, state, and local agency mandated reports and file in a timely manner
- Assist in the development, preparation and administration of the District annual budget; assist in coordination and monitoring of the budgeting activities of other departments
- Coordinate and oversee internal and external District financial audits; respond to and implement auditor's recommendations
- Oversee financial internal controls
- Prepare and present financial reports; maintain the General Ledger; complete bank reconciliation
- Manage cash flow; assist in timing of major purchases and Capital Outlay; ensure adequate working capital; manage investments
- Interpret and enforce a variety of laws, codes, ordinances, regulations and standards; ensure operation is compliant with all applicable laws, rules and regulations
- Serve as liaison with federal, state, regional, county and local agencies
- Keep abreast of developments and Best Management Practices in the field of finance administration
- Maintain cooperative working relationships with the General Manager, Board of Directors and General Counsel
- Assign, supervise, lead, train and motivate employees in the Finance division
- Provide ethical leadership and uphold ethical standards by setting an example, and promoting the vision and goals of the organization in a focused and systematic manner
- Assist in the selection and development of division employees; plan and organize work; develop and establish work methods and standards; conduct or direct staff training and development
- Review timesheets to ensure submittals are complete, accurate and on time
- Complete employee performance evaluations and probationary reports to document and/or correct employee behavior to ensure employee is working at acceptable standards; resolve performance problems by planning and implementing measures to improve employee performance
- Assist in personnel matters in an efficient, complete, and objective manner; analyze all available evidence and facts to develop logical conclusions; make appropriate recommendations
- Meet and work with employees, citizens, community groups and other agencies to identify problems and develop lasting solutions through appropriate practices and programs
- Employ a systematic problem-solving process to arrive at logical decisions based upon the information available, make proper assignment of personnel and utilize resources effectively
- Maintain a flexible schedule that includes extended hours, nights, weekends and holidays
- Other duties as assigned

EDUCATION, EXPERIENCE & TRAINING:

Any combination of education, training, and experience that would likely provide the required knowledge and abilities may be considered qualifying at the sole discretion of the Employer. A typical combination would be:

Education:

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam; Bachelor's Degree from an accredited college or university with a major in accounting, economics, finance, business or public administration. Master's Degree and/or CPA is preferred but not required.

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License or Certificate:

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

Experience:

Five (5) or more years of increasingly responsible experience in local government or other public sector accounting and finance. At least one (1) year supervisory experience in the public sector. Private sector experience may supplement but not substitute government experience.

KNOWLEDGE & ABILITIES:

Knowledge of:

- Principles, practices and techniques of finance and financial information systems, administration, organization, and operation
- Principles and practices of governmental accounting; principles and practices of auditing and financial internal control
- Principles and practices of budgeting for ongoing operations and capital improvements
- Principles and practices of long-term financial planning
- Financial software systems and network-based and internet-based computer applications
- Principles, practices, and techniques of effective organization, supervision, and training
- Departmental and Divisional goals, policies, and procedures
- Applicable federal, state and local laws, codes, and regulations, including those related to investments, municipal taxes and other revenues
- Labor relations and public employment practices
- Methods and techniques for record keeping and report preparation and writing
- Proper English, spelling and grammar
- Occupational hazards and standard safety practice
- Office procedures, methods, and equipment including computers and applicable software applications

Ability to:

- Maintain a flexible schedule that includes extended hours, nights, weekends and holidays
- Supervise, plan, organize, train, evaluate, and review the work of subordinate staff
- Develop and administer sound division goals, objectives, policies and methods for evaluating achievement and performance levels
- Interpret, explain, and enforce District policies and procedures and all other applicable laws, rules, and regulations
- Respond to community issues, concerns and needs in a tactful and courteous manner
- Maintain pertinent records and compile data into written reports
- Logically solve problems
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems
- Communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance
- Establish and maintain effective working relationships with all levels of employees and customers

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- Analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness
- Analyze complex budgets
- Attend evening meetings as required
- Prepare clear, concise and complete financial statements, reports and written materials
- Plan, organize, train, evaluate, and direct work of assigned staff
- Interpret, explain and apply applicable laws, codes, and regulations
- Read, interpret and record data accurately
- Organize, prioritize and follow-up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands may include: Vision in the normal range with or without correction; hearing in the normal range with or without correction; speech adequate to communicate in person and by telephone; the ability to sit, stand, walk, bend and reach; maintaining physical condition necessary for sitting for prolonged periods of time; working closely with others; working long periods of time and irregular hours; use of hands and fingers to operate a computer keyboard and communicate through written means; strength to lift and/or move up to 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this position are generally performed under work conditions found in a typical indoor office environment. Travel to and work at out-of-office locations may be required. The work week schedule requires attendance at meetings and events on evenings and occasional weekends. The noise level of the work environment is usually moderate.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

FLSA:

This is a Fair Labor Standards Act (FLSA) Exempt position.

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Approved 10/12/2017 – BVCSD Board of Directors