



JOB DESCRIPTION

TITLE: FINANCE DIRECTOR
STATUS: FLSA Exempt
GRADE: Grade 23

JOB SUMMARY:

Plans, organizes, directs, and controls the functions of the finance department and serves as the District's chief financial officer and treasurer. Develops and implements policies, procedures and practices for the District's financial systems, and the purchase and investment of District funds.

REPORTING RELATIONSHIPS:

This position reports to the General Manager. This position supervises the Finance Manager, the Finance Management Analyst, the Financial Analyst, the Information Technology Manager, the Administrative Services Coordinator, and the Program Manager Records-Enterprise Content Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Performs other duties as assigned.

- Plans, organizes, assigns, supervises, reviews the work of, evaluates, recommends and/or takes disciplinary action, promotes and selects, as well as trains, develops, and mentors assigned staff;
- Manages the in-house preparation of the comprehensive annual financial statements;
- Develops and administers the District's operating and capital budget and conducts water and sewer rate analysis;
- Manages cashflow and projections for both operating and capital cash;
- Develops and implements a comprehensive financial planning process to optimize the expenditure of District funds;
- Develops and implements a financial risk management program;
- Serves as District Treasurer and is responsible for cash management including investments, assessments and debt service payments;
- Manages utility billing and front desk reception functions and may deal directly with complex and difficult customer service issues;
- Oversees and coordinates bond sales and related annual filings;
- Establishes and implements internal controls and internal audits. Coordinates and manages the District's annual audit with the State Auditor's Office;
- Develops and implements a financial management information system that provides decision support capability to help ensure efficient and effective execution of operational plans; and
- Keeps the Board of Commissioners and the General Manager up to date on all aspects of District finances and makes public presentations at board meeting and in other venues.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Supervision, management, and leadership;
- Budget and audit theories;
- Debt financing, cash management and investment philosophies;
- Generally Accepted Accounting Principles (GAAP);
- Budgeting, accounting, reporting information systems;
- Management and supervisory theories and principles; and
- Personnel rules, laws, regulations and practices.

Skill in:

- Communication both written and oral and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Working as a member of a management team pursuing overall organizational goals;
- Team building;
- Developing and implementing goals, objectives, practices, policies, procedures, and work standards;
- Supervising, developing, and mentoring employees;
- Analyzing and solving complex accounting and financial problems;
- Managing and auditing the budget and other programs;
- Planning, organizing and overseeing financial operations, regulatory requirements and progress reviews;
- Developing and recommending policies, procedures, and budgets to meet District goals;
- Directing and preparing financial reports and analysis;
- Municipal or other local government finance operations best practices and the implementation of internal controls;
- Use of office equipment such as copiers, computers, calculators, and telephones; and
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Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of professional finance experience including three years of progressively responsible supervisory experience. Public sector finance experience preferred. Master's Degree in Accounting, Business Administration, Public Administration, Finance or related field preferred.

WORKING CONDITIONS:

Duties are performed in an office environment.

PHYSICAL REQUIREMENTS:

This position typically requires balancing, reaching, walking, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Adopted: July 1999
Revised: December 2013
Revised: Grade increase in January of 2017
Revised: June 2020