DIRECTOR OF FINANCE AND ADMINISTRATION

DEFINITION

The Director of Finance and Administration (DFA) 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. With support from the administration staff, the DFA organizes, manages, directs and performs other tasks related to safety, executive assistant, administration, human resources, compliance, safety and risk management, and Board Clerk.

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.
- Develop and implement long-range financial planning, protect District assets, and establish internal controls for budget, accounting processes, and the development of District financial resources, programs, and policies.
- Direct the gathering and distribution of financial data and projections for budget preparation.
- Assist the General Manager and/or Assistant General Manager with budget analysis,
- 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.

Administration Duties:

- Provide full administrative support and continually improve District administrative procedures and functions.
- Oversee management of the District website and social media accounts.
- Supervise, plan, coordinate, monitor and evaluate the performance of administrative support staff; provides coaching and employee technical development opportunities; directs activities of customer service staff.
- Oversee all District training for Board of Directors and District staff.
- Ensure compliance with State mandated filings (Conflict of Interest Code, Secretary of State).
- Supervises archiving of CEQA filings and postings; RFQ, RFP, and RFB postings; and permitting.
- Oversees coordination and legal compliance of all meetings involving the Board of Directors.

Human Resources and Risk Management Duties:

- Risk Management Program.
- Recruitment process, pre-employment physicals and background checks.

- Coordination of the District's Employee Benefit Program; enrolls new employees in group insurance; mediates for employees concerning benefit issues; manages and coordinates retiree health benefits.
- Coordination of Department of Transportation medical certificate renewals and random drug testing for commercial licensed employees.
- Personnel and risk management rules, laws, and regulations to managers, supervisors, and staff.
- Management of the District's Worker's Compensation and property and liability insurance Programs, including claims management, leave tracking, and integration with provisions of MOU and Family Medical Leave Act and Cal OSHA reporting requirements.
- Oversees implementation and management of employee development programs and employee engagement activities.

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.

EMPLOYMENT STANDARDS

Knowledge of and Ability to:

- Principles and practices of budgeting, accounting, finance, audit, investment, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Computerized management information and fiscal systems.
- Cost accounting and contract administration.
- Principles of leadership, supervision, training and, and challenges of Special Districts.
- Laws, rules, ordinances and legislative process regulating District functions, programs and operations.
- Provide supervision, training, work development and evaluations for District financial staff.
- Coordinate District budget development and fiscal controls.
- 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.

- Federal, State, and local laws and regulations as they relate to Special District compliance.
- Contents of contracts, agreements, memorandum of understandings and other documents as they relate to District operations.
- Principles and practices of effective administration and human resources support functions.
- Filing methods, record management and recordkeeping systems.
- Principles and practices of governmental reporting.
- Modern office practices and technology.
- Policy and procedure development.
- Interpret, analyze, and apply Federal, State, and local laws and regulations as they relate to Special District compliance.
- Analyze situations and make sound recommendations in support of District goals.
- Develop and implement policies and procedures.
- Organize data, maintain records and prepare reports.
- Utilize computer systems and software packages effectively, including adaptation of new technologies and upgrades.
- Identify needs and effectively train subordinate staff.
- Establish and maintain cooperative working relationships with Board of Directors; District management, co-workers, representatives from other agencies and the public.

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 Master's Degree is required in Business Administration, Public Finance or closely related field including significant course work in accounting and information systems management.

- 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; and at least three (3) years in a supervisory position.

- Certifications: Completion of CSDA Board/Secretary Clerk Certification and Essential Leadership Skill Program from CSDA, ACWA/JPIA Leadership Essentials for the Water Industry Program, Certified Safety Professional, or equivalent.

- Driver's License: Possession of a valid California (Class "C") Driver's License and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years 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.

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.