

DIRECTOR OF FINANCE

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance and Accounting Department including finance, accounting, budget, grants management, and purchasing sections; formulates departmental policies, goals, and directives; coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Assistant General Manager – Business Services in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant General Manager – Business Services. Exercises direct supervision over supervisory, professional, and technical staff through lower-level supervisors.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Finance and Accounting Department including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Assistant General Manager – Business Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and program activities, authority and role of an elected Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Finance and Accounting Department programs, services, and activities including finance, accounting, budget, grants management, and purchasing.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards; works with employees to correct deficiencies; implements discipline and termination procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of change initiatives.
- Advises supervisory, management, and executive staff on matters relating to the stewardship of District funds and assets, recording of accounting transactions in accordance with generally accepted accounting principles (GAAP), maintenance of the financial accounting system, and ensuring District policy is followed in compliance with internal controls.
- Serves as the District's Chief Financial Officer including coordinating and directing the financial planning and budgeting activities such as revenue program administration, utility rate setting, debt management, investments, and overall level of operating and non-operating expenditures.
- Leads the development and administration of the District's annual budget; oversees preparation of regular and special budget reports to interpret directives and/or establish policies for carrying out directives; ensures budgets are properly documented, fiscally responsible, and align with the District's strategic goals; reviews monthly and quarterly budget to actual reports; creates budget presentations for and presents to the Board.
- Manages and provides oversight for payroll, general ledger, cash management and banking services, and audit programs, projects, and activities; reviews and approves all journal entry adjustments.
- Manages the District's investment portfolio by ensuring compliance with the District's investment policy and state government code; reviews trade tickets, analyzes cash flow needs, approves cash transfers, and recommends investment policy changes and/or investment strategies to maximize returns; ensure timely preparation and review of investment reports.
- Manages the District's long-term debt ensuring timely debt service payments by establishing required reserves, maintaining debt service coverage ratios, and ensuring adherence to other debt agreement provisions; ensures sufficient funds and debt is properly classified, recorded, and presented in the general ledger and financial statements; monitors market conditions and recommends strategies to reduce outstanding debt or interest costs; prepares and files required reports.
- Works with the District's credit agencies by performing credit reviews as necessary and providing updated financial information to maintain or enhance the District's credit ratings.
- Works collaboratively with consultants to update and review the District's rate models, cost of services studies, drought rates and penalties, fee programs, and long-term financial forecast models; reviews and comments on draft study reports; makes recommendations to management and the Board on rate and fee adjustments.
- Assumes full management responsibility for the District's centralized purchasing operations including contract development, compliance, and administration, procurement, procurement card programs, and warehouse and inventory control.
- Manages, audits, monitors, and recommends improvements to the District's financial system.
- Ensures proper internal controls are designed and working as prescribed to prevent and/or mitigate fraud or errors.
- Assists in community facilities district (CFD) formation; reviews CFD transactions and general ledger/financial reporting; works collaboratively with bond counsel, financial advisors, and tax consultants.
- Represents the department to other District departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental, organizational, and operational studies and

investigations; recommends modifications to programs, policies, and procedures as appropriate.

- Prepares, reviews, and presents staff, budget, and financial reports, various management and information updates, and reports on special projects to the Board of Directors and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of finance and accounting.
- Directs the maintenance of working and official departmental files.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development and implementation.
- Modern and complex principles and practices of special district accounting and finance, including general and governmental accounting, auditing, budgeting, and financial reporting functions, generally accepted accounting principles, generally accepted auditing principles, governmental accounting standards board pronouncements, and special district finance best practices.
- Principles and practices of budget development and management.
- Principles and practices of procurement and contract management programs.
- Uniform guidance for grants management.
- Advanced principles of investments and debt maturities and various types of bonds/loans related to issuance, preliminary official statements, bond covenants, reporting requirements, and disclosures.
- Procedures and requirements associated with CFD formation.
- Methods and techniques of establishing internal control procedures and guidelines.
- Methods and techniques of developing financial, budget, and administrative reports, and business correspondence.
- Functions, authority, responsibilities, and limitations of an elected Board of Directors.
- Federal, state, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer the District budget; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Develop and maintain comprehensive finance, accounting, budget, grants management, and purchasing programs.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, and professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, business administration, public administration, or a related field.

Experience:

- Eight (8) years of increasingly responsible and diversified experience in county, municipal, or special district accounting and financial management including four (4) years of management and administrative experience.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

ENVIRONMENT

Standard office setting; frequent interaction with District staff and the general public.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.