



**Title: Director, Finance and Treasury**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to provide planning, direction, management, and oversight of the department which includes all functional areas of fiscal management and accounting. This is accomplished by working with the accounting staff on investments and investment reporting, negotiating fare and transfer agreements with external entities, processing agreements by writing paper for approval, and working with legal on agreements between agencies. Other duties include developing funding strategies for special projects, and working with capital projects.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Direct daily operations related to general accounting, pension accounting, which includes: accounts payable, accounts receivable, payroll, general ledger, project accounting, grants billing, financial reporting, cash management programs, and development of investment and debt strategies. Ensure the District complies with all applicable financial regulation and receives no significant audit findings. Review and approve financial analysis and feasibility on projects and programs. Complete financial review of all issue papers and identify financial issues. Develop internal control measures and oversee and evaluate adherence to District's internal control measures, SOPs, and policies. Troubleshoot and approve solutions on operational issues (Enterprise Resource Management System functionality, inter-office conflicts, financial needs.) Correspond (both written and verbally) with internal and external customers when necessary. Recommend and develop procedures and policies as needed. Perform other duties as assigned.	20%
2	L	Plan, organize, and direct revenue activities. Analyze revenue collections and trends and prepare revenue forecasts. Meet with and provide financial reports to other District departments related to revenue estimates. Develop and implement systems and procedures to make collection and flow of revenues more efficient.	15%
3	S	Plan, recommend, and implement District-wide financial strategies and activities related to the administration of investment, financing, and banking/operational programs. Monitor financial	15%



		trends, investment portfolios, economic conditions, and markets. Maintain District’s investment policy to ensure compliance with federal, state and local rules, regulations and guidelines. Update the District’s investment policy as needed by identifying new investment opportunities and considerations. Analyze past, present, and expected performance, cash flow projections, and investment strategies. Direct preparation of respective RFP’s, selection process, and contracting of vendors.	
4	S	Initiate, review, and report investment and cash activities for the Pension Funds. Monitor investment actions to insure compliance with the Pension Plans’ investment policy. Evaluate and approve procurement and disposition of investment instruments. Direct preparation of reports summarizing current and forecasted financial position. Monitor performance and compliance of investment activities. Assist in providing Retirement Board member financial training.	10%
5	S	Manage and coordinate efforts related to preparation of various internal and external audits, prepare quarterly investment and grant reports, Prepare monthly internal District-wide financial statement, balance sheet, and income statement. Review financial section of District Issue Papers. Review internal budget to actual expense reports for trend analyses and compliance. Review and approve financial analyses on RFP respondents and pre-qualification of bidders. Perform other duties as assigned.	10%
6	S	Review compliance with existing internal control policies and procedures. Implement suggested recommendations for internal control improvements. Evaluate operational internal control weakness and modify and create new procedures. Respond to internal/ external audit findings, report on status, and coordinate implementation. Perform other duties as assigned.	10%
7	S	Oversee general priority of work requirements. Coordinate and direct assignments related to District finance, budget, accounting, revenue, and treasury requirements. Advise staff on various financial, accounting, and business practices. Provide training and development opportunities for staff. Provide leadership and direction to staff. Communicate and inform staff of policy and management issues, as necessary. Coordinate and participate in strategic planning with staff. Handle personnel conflicts and seek resolution, including discipline when necessary. Perform other duties as assigned.	20%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Accounting, Finance, Business Administration, Public Administration or a closely related field.</p> <p>Substitution of experience for the required education is not accepted.</p>
Experience	<p>A minimum of seven (7) years of progressively responsible experience in an accounting or finance department performing accounting, budgeting or finance activities including three (3) years of supervisory experience.</p>
Supervision	<p>Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.</p>
Human Collaboration Skills	<p>Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</p>
Technical Skills	<p>Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>
Budget Responsibility	<p>Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Certified Public Accountant license in the State of California.

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• District policies, procedures and functions, and the laws, ordinances, rules, regulations and codes applicable to the functional areas assigned.</li> <li>• Generally Accepted Accounting Principles (GAAP), GAAS, GASB and Governmental Accounting Practices.</li> <li>• Theories, principles, and practices of business and public finance.</li> <li>• Advanced governmental fund accounting, financial record keeping, investment management, and auditing.</li> <li>• Investment policies, government regulations, principles, and reporting requirements.</li> <li>• General business, marketing, and financial practices and principles.</li> <li>• Internal control theory and auditing concepts, practices, and principles.</li> <li>• Grant and project management reporting, regulations and requirements, Economic, financial, and accounting principles and practices.</li> <li>• Financial markets, banking, and the analysis and reporting of financial data.</li> <li>• Legal codes, government regulations, and agency policies.</li> <li>• Mathematics, actuarial theory, and investment rates of returns.</li> <li>• General management and leadership principles and practices.</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> <li>• Technical skills in finance, grant administration, accounting, treasury, budgeting, business practices, auditing, and internal control theory.</li> </ul>



**ABILITIES**

- Gather, assemble, analyze, and evaluate financial information and make strategic analyses, and financial projections.
- Read, interpret and apply laws, rules, and regulations impacting District's finances.
- Analyze and resolve a variety of complex financial, administrative, and operational issues.
- Communicate effectively, both orally and in writing.
- Resolve intra-departmental issues related to ERMS software implementation.
- Establish and maintain cooperative working relationships.
- Develop and revise current practices and procedures related to financial reporting.
- Refine business practices to better control the inflow and outflow of cash.
- Develop infrastructure to capture relevant operational information used to project cash flow.
- Evaluate and implement financing strategies for the District's current and long-term needs.
- Implement appropriate software program to automate and streamline recording and reporting requirements.
- Refine business practices to better control the inflow and outflow of cash.
- Develop infrastructure to capture relevant operational information used to project cash flow.
- Implement appropriate software program to automate and streamline recording and reporting needs requirements.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
<b>X</b>				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
<b>Continuously</b>	<b>Frequently</b>	<b>Occasionally</b>	<b>Rarely</b>	<b>Never</b>
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	R	Supplies; files
Carrying	R	Supplies; files
Pushing/Pulling	O	File drawers; tables and chairs
Reaching	O	For supplies
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	O	Getting inside vehicle
Climbing	F	Stairs
Balancing	N	
Vision	C	Reading; computer screen; driving; observing work site
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.