

## **DIRECTOR OF FINANCIAL SERVICES**

### Definition:

Under administrative direction of the General Manager, plan, organize, and direct financial planning and the activities and daily operations of the Financial Services Department. Perform a variety of accounting duties including the preparation and maintenance of financial and statistical records, fiscal and budgetary planning and reports. Serve as the Purchasing Agent for the Agency. Assists with the coordination and implementation of electronic data processing system and perform related duties as required.

### Distinguishing Characteristics:

This is a single position class serving as a department manager. The incumbent supervises professional, technical and clerical staff directly and through other supervisory staff. In addition, this class is responsible for the purchasing and procurement services for the Agency. This class requires frequent communication orally, over the telephone and in writing. It requires sitting for extended periods, operation of a personal computer and regular walking, standing, stooping, reaching and bending. Occasionally lifts up to 35 pounds. Regularly operates a motor vehicle.

### Examples of Duties:

- plans, directs and organizes the financial services function of the Agency;
- performs long range financial planning including rates and charges;
- prepares a variety of detailed accounting, statistical and narrative reports as required;
- establishes, monitors, and updates as needed, procedures and policies for accounting and purchasing methods and controls;
- directs, trains, and reviews the general accounting and purchasing activities of the Agency including the maintenance of general ledgers and related subsidiary records;
- establish accounts with various banking facilities;
- plans, develops, implements and administers the cash management, debt management and investment programs;
- designs data input control procedures and data processing instructions for accounting personnel;
- prepares annual budget for presentation to the Board of Directors;
- monitors Agency budget;
- schedules and coordinates annual audit;
- develops format for all financial reports required by the Board of Directors, General Manager, and Department Managers;
- prepares monthly, quarterly, and annual financial reports as required;

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- may act for the General Manager in his/her absence; ensure timely filing of all reports as may be necessary for administration and/or required by government documents and invoices;
- trains staff;
- reviews work and evaluates employee performance;
- administers the purchasing function of the Agency;
- develops purchasing regulations and procedures including the bid process and maintenance and service contract development.

### Qualifications:

### Knowledge of:

- principles, practices, and methods of current governmental accounting, auditing, purchasing, and budgeting;
- uses and application of electronic data processing in the maintenance of accounting records, statistical applications, and financial administration;
- budget preparation;
- modern office methods, procedures, and equipment;
- principles and practices of management, supervision and training.

### Ability to:

- responsible for administering the financial activities of the Agency;
- prepare the annual budget;
- prepare and maintain all fiscal records;
- analyze data on financial condition;
- analyze specific needs and design and implement appropriate accounting systems;
- plan, organize and administer the purchasing function;
- prepare clear and comprehensive financial statements and reports;
- plan, organize and supervise the work of others.

### Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of a Bachelor of Arts degree from an accredited college or university in accounting, finance or equivalent, and six (6) years of experience in public sector finance and budget administration, at least two of which must have been at the supervisory level or above;

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and two (2) years experience with a computerized accounting system.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.