GREATER VALLEJO RECREATION DISTRICT

FINANCE DIRECTOR

Range 66

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION
Plan, organize and manage the activities and operations of the Finance Department.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the General Manager. Exercises direct supervision over Finance Department staff.

ESSENTIAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Assume management responsibility for all financial services and activities including general accounting, general ledger, accounts payable, accounts receivable, payroll, records retention, purchasing and inventory control, and related activities.
- Manage inventory control activities, maintain inventory records; facilitate disposal of inventory, as appropriate.
- Verify fund balances with County auditor’s office.
- Prepare monthly financial statements and other reports for the Board and staff. Oversee and participate in the development and administration of the District annual budget; provide personnel budget figures for all departments; prepares final budget.
- Perform complex and technical accounting and fiscal record management system analyses; identify and analyze problem areas in general accounting, payroll, and related systems; recommend and implement accounting system improvement.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to fiscal records management programs, policies and procedures, as appropriate; prepare reports.
- Serve as liaison for the Finance Department with the Board, other District departments and outside agencies; coordinate and assist with annual audit.
- Carry out policies and procedures as set forth in the District’s Policies and Procedures Manual.
- Provide responsible staff assistance to the General Manager.
- Stay abreast of new trends and innovations in the field of accounting and payroll record keeping systems.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Practices, principles, procedures, regulations, and techniques as they relate to all assigned functional areas.
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- Fiscal management, including budget preparation, expenditure control and record keeping.
- Management and supervisory principles and practices.

Ability to:

- Manage, direct and coordinate the work of support staff.
- Oversee and direct District-wide financial operations, services and activities.
- Guide the preparation and monitoring of a comprehensive and complex budget.
- Prepare clear and concise administrative and financial reports.
- Analyze problems; identify alternative solutions, projects consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State and local policies, laws and regulations as they affect the Finance Department.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Five years of increasingly responsible experience in preparing and maintaining financial and statistics records, including some experience in the budgetary work of a governmental or private agency.

Education:
Equivalent to a Bachelors degree from an accredited college or university with major course work in Accounting.

WORKING CONDITIONS

Environmental Conditions:
Office environment

Physical Conditions:
Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time

Licenses or Certificates:
Possession of a valid California Driver’s license

FLSA Status: Exempt - Administrative