



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Finance and Administration Manager	<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	General Manager	<b>FLSA STATUS:</b>	Exempt
<b>PREPARED DATE:</b>	September 2004	<b>APPROVED DATE:</b>	October 21, 2004
<b>REVISION DATE:</b>	February 2011		
<b>REVISION DATE:</b>	August 2017	<b>AUGUST 2017</b>	

### SUMMARY

Under the direction of the General Manager, plans, organizes, directs and manages the Authority's finance, accounting, purchasing, payroll, budgeting and management information system (MIS) functions, the organizational development efforts, human resources, risk management and administrative support functions; develops and maintains the Authority's financial reporting system; advises and consults on fiscal issues personally or through subordinates; develops and recommends policies to the General Manager, oversees human resources, and risk management. Assists leaders to translate the organizational vision into action. Enhance business performance through a focus on organizational design, alignment, and accountability; culture shift; senior team effectiveness; employee engagement, collaboration and core process.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*(Other duties may be assigned.)*

**Finance and Budgeting** - Oversees and directs treasury, budgeting, audit, tax, accounting, purchasing, real estate, long range financial forecasting, and insurance activities for the Authority. Directs and coordinates the establishment of budget programs, tax reporting, cost accounting procedures and statistical and routine reports. Oversees administration of outstanding debt; directs investment of funds; develops and maintains fiscal services and reporting; directs fiscal planning and internal controls; develops fiscal projections; prepares fiscal year budget; oversees collections and disbursement of funds and revenues; analyzes and seeks approval for fund transfers; develops, administers and ensures compliance with revenue sharing and grants; represents the Authority on finance functions to the public, other agencies and the Board of Directors.

**Accounting Functions** - Liaises with external auditors; develops, maintains and prepares reports on financial records; oversees payroll functions; develops and prepares complex financial reports and statements; ensures proper collection and disbursement of Authority funds.

**Procurement Function** - Prepares instructions regarding purchasing systems and procedures; develops a system to evaluate vendor quotations that utilizes appropriate negotiation and

purchasing techniques to ensure quality, price, delivery, and service; designs, implements, manages, and monitors procurement reporting systems to meet purchasing requirements; authorizes purchase orders and change notices; reviews purchase order claims and contracts for conformance to Authority policy.

**Computerized Information System** - Directs the development and utilization of centralized computer and information systems; directs procurement of computer equipment and services directs procedures and computer application systems necessary to maintain proper records and to afford adequate accounting controls and services; appraises the organization's financial position and issues periodic reports on organization's financial stability, liquidity, and growth;

**Human Resources** - Identifies and administers legal requirements and uniform government reporting regulations affecting human resources functions and ensures policies, procedures, practices, equal employment opportunity and reporting are in compliance; develops recruitment and selection efforts to fill vacancies; conducts or coordinates recruitments, selection and background investigations; administers the employee evaluation system including investigation of problems and complaints; assists the General Manager with employer-employee relations, including compensation and benefit negotiations; maintains the Authority classification and compensation plan; develops and recommends personnel policies and policy revisions to the General Manager; administers employee benefit program; researches and compiles data to prepares analytical, statistical and Board reports, manage payroll, payroll records and reporting; ensures salaries and benefits budgets are expended properly.

**Risk Management** - Oversees and administers the Authority's risk management, insurance, and worker's compensation programs. Reviews current insurance legislation to determine necessary changes in insurance requirements and coverage. Makes purchasing recommendations and manages various liability, property and specialty insurance policies. Safety Officer duties: provides information and assistance to Safety Committee; develops policies and procedures for loss prevention and risk control; aids and guidance to departments regarding liability, risk issues and contract administration. Oversees administration of worker's compensation insurance program. Assists in development and implementation of safety training programs for compliance with OSHA regulations and other federal, state or local requirements. Reviews Authority request for proposals and contracts for insurance requirements and transference of risk.

**General Responsibilities** - Prepares proposals and enforces contract provisions related to finance or information technology functions. Evaluates the performance and outcomes of all supervised staff; develops and recommends policies and policy revisions to the General Manager.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the Finance Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

***Accountability/ Planning/Organizing***

Holds self and others accountable for required work output and standards. Ensures that effective controls and contingency plans are in place. Projects/tasks within area of own accountability are completed on time and within budget. Structures his/her department/team in an organized, efficient manner. Co-ordinates team activities to make the best use of individual skills and specialties. Accurately identifies the resources and time scales needed to meet objectives. Puts plans into action effectively. Has contingency plans in place to counter unforeseen developments.

***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

***Employee Development/Empowerment***

Provides challenging assignments so employees can learn through practical experience and making mistakes. Actively assists employees in the identification of their learning and development needs and strategies, for current and future positions. Recognizes and builds upon employees' strengths and abilities. Has a formal, written development plan in place for each direct report. Provides relevant learning opportunities for employees to become highly competent. Organizes and structures work for employees in a way that encourages ownership. Encourages and promotes decision making authority and accountability at all levels. Provides the time, resources and opportunities for employees to undergo identified learning activities. Enables employees to take calculated risks and learn from their mistakes in a non-critical environment.

***Financial Management***

Demonstrates a broad understanding of financial management principles. Understands the key financial indicators affecting the organization. Accurately estimates project plans and budgets, using cost-benefit thinking. Manages and controls budgets effectively; monitors expenditures rigorously. Identifies cost-effective approaches to business operations without sacrificing quality.

***Leadership Skills/Strategic Thinking/Visioning***

Establishes unit vision and direction and motivates/inspires team members to follow suit. Believes in self and has a sense of purpose. Has good problem-solving and decision-making skills. Has good communication skills (oral and written). Leads by example, and with confidence and authority; takes charge of difficult situations. Has the courage of his/her convictions, and is not afraid to make difficult or unpopular decisions if necessary. Fosters good morale within the team. Treats others with respect and dignity, and establishes good interpersonal relationships. Makes others feel appreciated, valued and included, and so gains their respect. Demands excellence and recognizes and rewards excellent performance. Constructively criticizes when required, so underperformers are re-motivated to do better. Not afraid to take calculated risks

and learn from mistakes. Embraces and initiates change. Is fair and forthright. Identifies and keeps up to date on key national and international political, economical, social and technological trends that (may) affect the organization. Identifies and acts upon competitive threats and opportunities. Takes a long-term view of organizational issues and priorities. Formulates effective strategies consistent with the vision and mission of the organization. Involves, inspires and energizes others to commit to the vision and translating it into action. Uses the organization's strategies effectively to set realistic yet stretching goals. Develops and refines the vision and strategies to reflect constant and accelerating change. Continually seeks ways to expand and grow the business, and encourages employees to do the same.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### ***Minimum Qualifications***

Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with a field of concentration in accounting, finance or business and at least five (5) years related experience and/or training of which one year must have been in the public sector and at least two (2) years in management or supervisory level work. A Master's degree in accounting, finance, business or a related field is equivalent to one (1) of experience.

### ***Desirable Qualifications and Knowledge Base***

- Principles of public finance and finance administration
- Thorough knowledge of principles and practices of public administration and personnel administration, including analysis, recruitment and selection, classification and compensation, equal employment opportunity, employer-employee relations, Fair Labor Standards Act, progressive disciplinary action, and policy and program development.
- Demonstrates research and evaluation methodologies relative to administrative and personnel services.
- Experience in accomplishing sound customer service practices and procedures.
- Knowledge of employee development and training principles.
- Principles, methods and practices of accounting, auditing and financial record keeping.
- Budget development, administration and expenditure control.
- Laws, rules, ordinances and legislative processes controlling Authority financial functions and reporting.
- Computerized fiscal record keeping and management systems.
- Purchasing methods, policies and procedures.
- Research and evaluation methodologies.
- Contract and grant development and administration.
- Principles of supervision, management and general administration.
- Working knowledge of Microsoft Office and payroll systems.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- A valid California driver’s license is required.
- Must be able to qualify for a corporate surety bond.

**OTHER QUALIFICATIONS**

**Physical Demands** - The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment** - The work environment a typical office setting, however field visits may be required on a periodic basis, which may involve outdoor weather conditions, fumes, airborne particles, loud noise levels, and unpleasant odors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

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Employee

\_\_\_\_\_  
Date