



Job Description

Job Title: DIRECTOR OF FINANCE AND ADMINISTRATION
Reports to: EXECUTIVE DIRECTOR
Status: FULL-TIME EXEMPT

SUMMARY:

Under direction, to plan, direct, manage, and oversee the centralized financial operations, treasury, auditing, agency contracting, revenue collection, risk management, grant financial control, purchasing, payroll, and related business and financial aspects of the agency; supervises accounting and human resources staff; coordinates assigned activities with agency staff and outside agencies; and provides highly responsible and complex administrative support to the Executive Director including coordinating the development, analysis, and implementation of the annual agency budget; and related duties as assigned. Under the direction of the Executive Director directs and/or performs tasks required for the successful development, approval and implementation of the (bi) annual overall work program, budget, and the necessary personnel and support structures to successfully carry out the agency's mission.

EXAMPLES OF DUTIES *(other duties may be assigned)*

- Development of general fund program, budget and amendment(s) thereof
- Assist in the development of the annual overall work program
- Monitoring of personnel, finance and accounting functions
- Liaison with legal and finance personnel, including consultants; contracts oversight; monitoring and proposing adjustments to the agency budget, contracts and work program
- Developing and implementing new systems or adjusting existing ones for the purpose of carrying out above functions
- Exercises management authority over financial and audit services and activities
- Recommends and administers policies and procedures
- Manages development of financial goals; develops objective, policies, and priorities for assigned area
- Establishes appropriate service and staffing levels
- Monitors and evaluates efficiency and effectiveness of service delivery methods and procedures; plans, directs, and coordinates the financial operational work plan
- Assigns projects and programmatic areas of responsibility
- Reviews and evaluates work methods and procedures

- Meets with professional staff to identify and resolve problems
- Assesses and monitors workload, financial administrative and support systems, and internal reporting relationships
- Identifies opportunities for improvement
- Selects, trains, motivates, and evaluates personnel assigned
- Participates in the budget planning; serves as agency treasurer
- Oversees the maintenance of cash flows and revenue records
- Directs and participates in the preparation of financial statements and reports
- Administers the business aspects of grants and contracts
- Represents the financial services and operations to outside agencies and the general public
- Provides staff assistance to the Executive Director
- Serves as chief financial officer for AMBAG affiliated organizations
- Attends and participates in official agency meetings and conferences
- Responds to difficult and sensitive questions from all sources concerning financial, auditing, and general administration

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREFERRED QUALIFICATIONS

- Operations, services and activities of a comprehensive financial services and administration program, including the principles, methods, and practices of automatic data processing.
- Principles, methods, and practices of auditing, accounting, and financial administration.
- Principles and practices of investment.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of programs development and administration.
- Functions of a treasurer and revenue collector.
- Principles and practices of budget preparation and administration.
- Principles, methods, and practices of personnel administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws codes, and regulation.

Ability to:

- Plan, organize, direct, and coordinate the work of assigned personnel.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services, and activities of the Finance office.
- Identify and respond to the Board of Director issues, concerns, and needs.

- Formulate, implement, and evaluate financial and auditing systems and procedures.
- Develop and administer administrative and financial reports.
- Prepare and administer operating and capital budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and ties is qualifying. A typical way to obtain the knowledge and abilities would be:

Minimum ten years of increasingly responsible professional work experience in financial, general administrative, and supervisory functions, professional work experience in program administration, grants administration, planning, budgeting; minimum baccalaureate degree; Masters preferred in Management, Planning, Accounting, or combination or equivalent. and education equivalent to a baccalaureate degree with major course work in finance, accounting, and administration.

Certification as a Certified Public Accountant is highly desirable.

LANGUAGE ABILITY:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATH ABILITY:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; accounting software; inventory software; payroll systems and Internet software. Specifically this position requires advanced knowledge of Microsoft Office

(Word, Excel, PowerPoint, Access), and QuickBooks.

WORK ENVIRONMENT:

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. The noise level in the work environment is usually moderate.

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 sit and use hands. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms.

POSITION CONTENT

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.