



August 2019  
FLSA: Exempt

## **DIRECTOR OF FINANCE/TREASURER**

### **DEFINITION**

The Director of Finance/Treasurer is responsible for the oversight and direction of all Finance activities: financial accounting and reporting, strategic planning, budget, audit, customer service, debt, investments, and purchasing.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the District Manager and gives general direction to the Finance Supervisor.

### **CLASS CHARACTERISTICS**

Design, develop, implement and lead District financial activities in support of policies, goals and objectives established by the Board of Trustees.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provide effective leadership and management for the department in a manner that actively demonstrates a commitment to the District's mission, core values, principles of continuous improvement, and safety programs with openness to new, innovative approaches.
- Review, develop, interpret, implement and monitor District financial and administrative policies, internal controls, rate studies, and long-term financial plans.
- Oversee development of financial and other documents including budget, comprehensive annual financial report, investment reports, rate notices, actuarial reports, agenda materials, and presentations.
- Administer existing debt; issue new debt in the form of bonds, grants, or loans as required for capital improvement program funding.
- Manage the District's investment portfolio in accordance with regulatory requirements and District Investment Policy, update as warranted.
- Establish and manage District procurement policy including signing authority levels, purchasing practices, and contract development in conformance with legal counsel recommendations and risk management guidelines.
- Ensure compliance with applicable regulatory requirements, governmental accounting and financial reporting standards and other legal requirements relating to sound financial and administrative operations consistent with principles of good stewardship of public funds
- Represent the District in the presentation, discussion and exchange of information on finance related matters to the Board, public, regulatory agencies and business partners.
- Actively promote the District's focus on customer service excellence and respectful communications to build strong work relations, both internally and externally, emphasizing productive and prompt resolution.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principle and core competencies of a leader, management, supervision, team building, and conflict resolution.
- Principles, practices and methods of financial management, government accounting, generally accepted accounting principles, rate-setting, budgeting, auditing, long-term financial planning, internal controls, investments, public retirement systems, and purchasing.
- Techniques of optimal decision-making, risk and sensitivity analysis, prioritization, and management of complex and interactive programs.
- Applicable laws, ordinances, and regulatory requirements.

### **Ability to:**

- Oversee the design and maintenance of complex financial information systems.
- Proficiently use computerized and web-based information systems, programs, and hardware, modern office equipment and tools. Identify areas for improvement in systems and processes and implement appropriate procedures.
- Prepare and present clear, concise and timely documents, budgets and reports.
- Perceive and analyze problems correctly and take effective action.
- Establish and maintain cooperative working relationships with those contacted in the course of work; communicate effectively orally and in writing to a wide variety of audiences including irate or difficult people.
- Interpret, explain, and apply principles and practices of general and enterprise fund accounting.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:*

Graduation from an accredited college with major coursework in accounting, finance, public or business administration.

Minimum of seven (7) years of increasingly responsible financial management experience in a public entity environment such as a special district, municipality, or county performing accounting, operational and capital program budgeting and forecasting, development of financial statements, procurement and contract administration. Four (4) years must have been at a supervisory or management capacity. CPA and/or Master's Degree desirable.

### **Licenses and Certifications:**

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

## **PHYSICAL DEMANDS**

Work is largely conducted in an indoor office setting and involves sitting for long periods of time with the ability to move about at will. Incumbents within this classification are expected to be able to communicate orally, in person or via the telephone, with other District employees, members of the general public, or

employees of other governmental agencies. This position comprehends and draws inferences from written material such as government regulations, laws, codes, and ordinances. An incumbent uses a computer to produce written documents such as correspondence and reports, which requires repetitive arm/hand movements. Incumbents may also be required to move objects weighing less than 20 pounds, such as computer reports, for distances of under 50 feet. Requires the ability to bend, stoop, and reach above shoulder level.

[LINK to Director of Finance/Treasurer Physical Demands](#)

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL INFORMATION**

#### **Disaster Service Worker:**

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.