

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Director of Finance**

**DEFINITION**

Under administrative direction, the Director of Finance plans, organizes, directs and reviews the activities and operations of the Finance Department including cost accounting, debt management and administration, risk management, annual budgeting, capital budgeting, multi-year financial planning, revenue forecasting, fiscal analysis, general accounting, revenue collection, payroll, financial reporting, Customer and Development Services to include meter services and utility billing, and Fleet Maintenance to include the repair and maintenance of District vehicles and heavy equipment; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

**DISTINGUISHING CHARACTERISTICS**

This is a single-position executive management classification. The Director of Finance duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Finance Department, as well as functional authority/responsibility for overseeing financial affairs, internal controls, financial systems, meter service, utility billing, and fleet and heavy equipment maintenance services. This is an at-will position under contract with the General Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Policy direction is provided by the General Manager. Responsibilities include broad management authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of finance, customer and development services and fleet maintenance related activities.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Develops, plans and implements Department goals and objectives; recommends and administers policies and procedures.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

## **CLASS TITLE: Director of Finance**

Supervises and participates in the development and administration of the District and Finance Department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Audits and exercises budgetary control over payment of bills, invoices, payroll, and all other vouchers for payment; serves as District Treasurer.

Assists in the development and implementation of the District's Capital Improvement Program; monitors and recommends grants, bonds and other financing sources.

Prepares financial statements and reports for presentation to the Board of Directors reflecting the financial standing of the District and develops preliminary and final estimates of District expenditures and revenues.

Maintains supporting records of financial transactions and provides for the custody, handling and safekeeping of cash.

Manages project and program consultant contracts; identifies alternative funding sources and coordinates grant and loan applications; secures funding, monitors and reconciles funds, and tracks results and expenditures for compliance with Department policies and goals.

Represents the Department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Principles and practices of accounting, budgeting, record keeping work, public administration, financial statements and analysis. Principles and practices of budget preparation and control procedures. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal laws, rules and regulations. Organizational and management practices as applied to the analysis and evaluation of programs. Principles and practices of organization, administration and personnel management. Principles and techniques of project management.

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### Skill/Ability to:

Plan, direct and control the administration and operations of the Finance Department. Effectively apply sound administrative and economic judgment in the solution of complex and difficult programs. Perform difficult and responsible professional accounting work. Prepare and present financial statements and analysis. Prepare and administer department and District budgets. Develop and implement department policies and procedures. Supervise, train and evaluate assigned personnel. Gain cooperation through discussion and persuasion. Pass a screening process to become bonded. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply District and department policies, procedures, rules and regulations. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

### Experience and/or Education:

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

#### Experience:

Eight years of supervisory or higher-level experience that involved the administration of a comprehensive finance program; including three years in a management capacity.

#### Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration, or a related field.

#### Substitutions:

Master's degree in one of the above educational fields may substitute for one year of the required supervisory (not management) experience.

## **SPECIAL QUALIFICATIONS**

### License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Licensure as a Certified Public Accountant is desirable.

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*Robert A. Wiggins*

5/26/10

Director of Human Resources

Date

Established: 08/18/2009

Revised: 05/26/2010

FLSA: Exempt

Unit: Executive, Non-Safety