



## **Director of Finance**

Finance

FIN/01

### **JOB SUMMARY**

This position is responsible for the overall management of the Commission's financial functions.

### **ESSENTIAL FUNCTIONS**

- Plans, organizes, directs, and controls all financial procedures and methods; administers budget preparation and control, accounting, revenue collection, and investment.
- Administers and advises on capital improvement financing, particularly the area of revenue bond financing.
- Directs accounting activities; reviews accounting procedures and policies; recommends changes or modifications designed to increase efficiency and effectiveness.
- Advises division heads and other officers on accounting policies; interprets and applies policies to various JWSC functions; makes special accounting studies and analyses of various activities of the JWSC.
- Prepares special financial statements, budgetary reports and other status reports for the Executive Director, Deputy Executive Director and the JWSC.
- Manages financial recording and reporting in accordance with generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines.
- Develops, reviews, and implements department procedures and practices.
- Directs agency's banking and investment activities.
- Oversees financial activities and required administrative functions related to employee benefits (i.e., health insurance, pensions).
- Coordinates with the Board of Commissioners, the Executive Director and the Deputy Executive Director to develop and implement agency policies and procedures.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of local government finance and accounting principles and practices.
- Knowledge of local government finance and accounting laws, rules and regulations.

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- Knowledge of budget development and management principles.
- Knowledge of debt management principles.
- Knowledge of computer and job-related software programs.
- Knowledge of GAAP and GASB standards.
- Skill in analyzing financial data and preparing related reports.
- Skill in effective oral and written communication.
- Skill in establishing and maintaining effective working relationships with local officials and user agencies and jurisdictions.
- Skill in planning, organizing and directing the work of others.

#### SUPERVISORY CONTROLS

The Deputy Executive Director assigns work in terms of department goals and objectives. Work is reviewed through conferences, reports, and observation of department activities.

#### GUIDELINES

Guidelines include GASB, GAAP, industry best practices, relevant state and federal laws, and agency policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Strict regulations contribute to the complexity of the work.
- The purpose of this position is to direct the financial functions of the Brunswick-Glynn County Joint Water and Sewer Commission. Successful performance ensures the effective and efficient operation of the agency and in compliance with all relevant guidelines and legal requirements.

#### CONTACTS

- Contacts are typically with JWSC employees, Commission members, elected and appointed officials, attorneys, contractors, vendors, customers, government regulators, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Senior Accountant (1), Senior Financial Analyst (1), and Accounts Payable Coordinator (1).

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to be bonded.
- CPA preferred.