

FINANCE & ADMINISTRATION DIRECTOR

Definition/Summary

Under general supervision, plans, organizes, supervises, and participates in work involving operation of administrative activities and accounting systems. Also serves as secretary to the General Manager and the Board of Directors, relieving them of a variety of administrative details; performs difficult and complex office support work; prepares and distributes the Board agenda; and maintains official records of Board proceedings and actions.

Essential Functions

- Supervises administrative staff.
- Plans, organizes, and implements administrative functions.
- Supervises and implements accounting functions.
- Prepares accurate and timely billings to municipal, industrial and retail customers.
- Assists in design, installation, and update of accounting systems and procedures.
- Creates and implements internal systems to ensure proper accountability,
- Assists in preparation of annual budget.
- Prepares monthly financial reports.
- Assists in preparation, assembly, and distribution of agenda materials for Board meetings.
- Attends Board meetings and develops accurate minutes, distributes resolutions and actions, as necessary.
- Establishes and implements centralized records management system.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Gathers and organizes a variety of information and materials for the General Manger and District Board of Directors.
- Maintains official records of Board proceedings and actions under the direction of the officially designated, "District Secretary".
- Prepares a variety of correspondences, memoranda, and other items as delegated by the General Manger and Board Members.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Responsible for Human Resource.
- Responsible for the Risk Transfer Management for the District.
- Prepares and maintains payroll, accounts payable and accounts receivables.

- Manage rental contracts for District facilities and maintain necessary documentation; insurance, special licenses and security.
- Communicate with public in written and verbal form in both English and Spanish.

Other Duties

- Performs a variety of office support tasks.
- Provides information on routine questions and directs complex technical questions to appropriate staff.
- Provides supervision, training, and work coordination for other office support staff.

Job Standards/Specifications

Knowledge of:

- Federal, State, and local laws and regulations regarding District administrative operations.
- Principles and practices of effective administration of support functions.
- Modern office practices and technology.
- Filing methods and recordkeeping systems.
- Principles and practices of financial reporting.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.
- Policy and procedure development.
- Technical report writing/grant writing..
- Principles and practices of personnel administration.
- Agenda preparation and distribution requirements for the District Board
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Computer systems and software applications related to District executive management support and administrative functions, including QuickBooks, word-processing and spreadsheet software, as appropriate.

Ability to:

- Interpret, analyze, and apply Federal, State, and local laws and regulations pertaining to the administration of office support functions.
- Perform accounting functions such as journal entries, payables, receivables, bank reconciliations.
- Perform financial functions such as annual budget, financial analysis of operations, financial reporting to external entities.
- Analyze situations and make sound recommendations in support of District goals.
- Develop and implement policies and procedures relating to District office support functions.
- Organize data, maintain records, and prepare reports.
- Review and comprehend technical financial information.

- Utilize computer systems and software packages.
- Identify and effectively train subordinate staff.
- Perform a variety of complex and responsible administrative support work for the General Manager and the Board of Directors.
- Prepare agenda, minutes, and records for the Board of Directors.
- Provide supervision and work coordination for other District office support staff.
- Perform a variety of office management functions.
- Prepare correspondence
- Perform research and prepare documents and reports
- Type at a rate of 50 words per minute from clear, legible copy.
- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands.
- Use computers and applicable software in the performance of office and administrative support assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.
- Translate flyers and documents from English to Spanish to conform with the NMCUSD's requirements for dissemination.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours and work special events.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Five years of office support experience in a supervisory role in a public agency, preferably at a recreation district.

Education: Completion of an AA Degree or Bachelor's Degree from an accredited college or university in accounting, business administration, or closely related field is highly desirable. Or equivalent of four years work experience in these fields.

License Certificate Registration Requirement:

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.