

Class Title: FINANCE DIRECTOR

Salary: Reference OUA Classifications

GENERAL DESCRIPTION

The Finance Director of the Okeechobee Utility Authority (OUA) serves as a department head with overall daily responsibility for managing the Authority's financial affairs. The Finance Director performs supervisory and professional work regarding financial operations, financial planning, reporting, and analysis; budget management, annual audit, debt management, acquisition of new debt, adequacy of the various reserves, investments and property insurance.

SUPERVISION:

Work is performed independently with general supervision by the Executive Director of OUA and subject to OUA Board Policy.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates the budgeting process with the Executive Director. Works for the Executive Director to prepare the OUA budget for presentation to OUA Board; administers budget as approved/adopted by Board; monitors expenditures to ensure compliance with approved budget and with established financial policies and procedures.

Provides financial information or expertise to Executive Director, provides guidance/assistance to other departments on budget, accounting, purchasing, or other issues; responds to questions or complaints from citizens, the media, or OUA personnel regarding financial issues or department operations; provides information, researches problems, and initiates problem resolution.

Ensures sufficient funds are available to meet ongoing operational expenses, the requirements of capital projects and the various reserves for debt, emergency, operations, etc.

Communicates on financial matters with the Executive Director, OUA employees, OUA officials, consultants, attorneys, auditors, financial institutions, and other municipalities/state/federal agencies as needed to coordinate work activities.

Develops long and short-term financial plans, goals, and objectives for the OUA; develops budget forecasts; prepares five-year capital improvements plans; identifies and recommends funding sources.

Prepares finance reports and statements, directs, oversees, and coordinates OUA financial operations, including activities involving budget development and administration, financial/tax reporting, policy/procedure implementation and other financial activities.

Provides oversight to general accounting, including the chart of accounts, general ledger, accounts payable, accounts receivable, payroll, utility billing, internal controls systems and procedures, fixed assets, purchasing, financial reports prepared by the Assistant Finance Director and the year-end closing process. Ensures that invoices are paid from Restricted accounts (instead of the Operating Fund) whenever appropriate.

Develops and implements policies and procedures pertaining to financial operations and activities.

Interprets, applies, and ensures compliance with established policies/procedures, generally accepted accounting principles, governmental accounting standards, and all other applicable laws, codes, statutes, rules, regulations, and standards; initiates any actions necessary to correct deviations or violations.

Monitors status of work assignments and reviews completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Maintains banking relationship(s) and oversight to ensure that all bank accounts are reconciled each month and that monthly interest is earned at the agreed-upon rate.

Monitors and ensures compliance with loan covenants and recommends loan renewal and/or modification and coordinates with bond counsel if necessary.

Assesses potential borrowing needs and contacts financial institutions and the State Revolving Fund and recommends loan terms and structure and coordinates with bond counsel if necessary.

Primary contact with the auditors to obtain annual audited financial statement for the OUA.

Ensures timely and accurate preparation and submission of various financial reports and the annual audit of the financial statements to state/federal agencies and other individuals as appropriate.

Develops and updates investment policies. Manages investments according to OUA policy and State of Florida statutes; researches and analyzes investment possibilities, determines cash available and length of each investment, invests and tracks funds and withdraws funds as needed.

Ensures the OUA has adequate insurance coverage; assures that all assets of the OUA are covered with property insurance to protect against loss, secures appropriate insurance coverage.

Obtains documentation as to injury and incident reports and submits to the OUA insurance agent and OUA attorney as needed.

Operates a computer and utilizes word processing, spreadsheet, database, financial management system, e-mail, internet, or other software programs; performs basic maintenance of computer system and office equipment.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends seminars, conferences, workshops, and training sessions as appropriate.

Monitors inventory of department equipment and initiates orders for new/replacement items.

Performs research and analysis of various issues as needed.

ADDITIONAL FUNCTIONS:

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Accounting, Finance, or Business Administration. CPA or advanced degree preferred, with eight (8) years of progressively responsible experience in operations, analysis and reporting, governmental accounting, budget management, auditing, or related areas and experience in a supervisory capacity of accounting functions and personnel; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Proficient with Microsoft Office Suite, previous experience as a local government Finance Director, Assistant Finance Director or equivalent is preferred.

PHYSICAL SKILLS:

Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and in writing. Essential functions are regularly performed without exposure to adverse environmental conditions.