

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

DIRECTOR OF FINANCE AND ADMINISTRATION

DEFINITION

To plan, organize, direct and review the activities and operations of the Finance and Administration Department including finance, risk management and other related support services; to coordinate assigned activities with other District departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position management classification responsible for duties that 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 and Administration Department.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the General Manager.

Exercises direct supervision over professional staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures related to the operations and activities of the Finance and Administration Department.

Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, method and procedures.

Direct, oversee and participate in the development and administration of the District Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures; direct the preparation and implementation of budgetary adjustments as necessary.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of assigned functions.

Plan, direct, review and participate in financial activities, including but not limited to, maintaining networked computerized accounting systems, treasury functions, revenue collections, purchasing functions, maintaining financial records, maintaining internal controls, and preparing financial statements and reports in accordance with governmental accounting standards.

Oversee the general accounting functions of the District; provide financial support and assistance to District departments; ensure compliance with internal controls and standard accounting practices.

Organize and execute treasury functions; create and manage investment policy for the District's financial assets; transfer funds between accounts to cover expenditures.

Prepare required governmental reports and financial statements, keeping abreast of changes and requirements in governmental accounting and tax procedures to assure compliance with annual audit procedures.

Maintain financial records related to District construction projects including applicable loan payments, and requests for reimbursements for state and federal grants; comply with grant reporting requirements of federal and state agencies.

Attend Board and committee meetings as required, respond to questions and prepare special reports and analyses as requested.

Maintain and administer District property, fixed asset, and depreciation

Participate in the research, selection and renewal process of District insurance programs, including but not limited to general liability, property, employee medical and dental, and worker's compensation programs.

Maintain records relating to payroll, health insurance, vacation and sick leave for all District employees; direct the processing of biweekly payroll.

Prepare and maintain quarterly and annual compensation records for worker's compensation insurance purposes; prepare annual worker's compensation audit reconciliation and verify worker's compensation insurance premium.

Represent the department and District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence.

Respond to and resolve difficult and sensitive inquiries and complaints.

Build and maintain positive working relationships with co-workers, Town Council, other Town employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced principles and practices of governmental accounting, cost accounting, treasury management, revenue administration, budgetary accounting, auditing, accounts receivable, accounts payable, and payroll management.

Sales and use tax laws; fuel excise tax laws; leasing and contract law.

Advanced or expert skills in spreadsheet, word processing and data base programs.

Generally accepted governmental accounting principles and procedures as applied to a variety of accounting transactions.

Principles and practices of public sector risk management.

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, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles of supervision, training, and performance evaluation.

Safe work practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Principles and practices of customer service.

Ability to:

Plan, direct and control the administration and operations of the Finance and Administration Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and

procedures; observe performance and evaluate staff; problem solve department related issues; 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, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Develop, implement and administer goals, objectives policies, and procedures for providing effective and efficient services.

Gain cooperation through discussion, persuasion and goal setting.

Possess a strong teamwork mentality and the ability to function as part of the District's executive leadership team.

Prepare complex financial statements, reports and analysis, and be able to interpret same from other departments and agencies.

Prepare clear and concise administrative, technical and financial reports.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Maintain confidentiality of sensitive information and data.

Identify and respond to community and District issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare clear and concise administrative and technical reports and documents.

Operate and use modern office equipment including computers and applicable software.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations .

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

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

Experience:

Seven (7) years progressively responsible experience in governmental accounting and financial work, including at least five (5) years of administrative and supervisory responsibility within a Finance Department.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Finance, Public Administration, Business Administration, or a related field. Possession of a MBA is desirable.

License and/or Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a CPA or CMA certificate highly desirable.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and work stations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Attendance at night, weekend and offsite meetings is required.

COMMUNITY RELATIONS AND OUTREACH

All employees of the District have a responsibility to promote a positive image of the District and to inform and educate airport users and constituents regarding the District's Mission and Core Values. Employees are charged with studying and understanding the District's community benefit, communication, and outreach strategies. Employees at various times throughout the regular course of work, may be required to participate in community relations programs, services, and events as directed by the General Manager. Employees must have the ability and desire to communicate the District's community relations and outreach objectives with people

outside the organization, including represent the District to customers, the public, other government entities, and other external sources.