

SAN ELIJO JOINT POWERS AUTHORITY (SEJPA)
DIRECTOR OF FINANCE AND ADMINISTRATION

Department: Finance and Administration	Accountable to: General Manager	FLSA Status: Exempt
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DEFINITION

The Director of Finance and Administration reports directly to the General Manager and is responsible for supervising the SEJPA's Finance and Administration Department. The position oversees all aspects of the agency's finances, including accounting, auditing, grant, bond, loan, and capital project accounting, and operational budgeting; establishing systems for financial controls; and administrative functions including payroll, human resources, records management, safety, and risk management.

SUPERVISION EXERCISED

Exercises direct supervision over Accounting Technician, Administrative Assistant, and Administrative Interns.

Directly responsible for the oversight of Safety.

ESSENTIAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the SEJPA

- Supports the General Manager in carrying out directives of the Board of Directors.
- Responsible for developing and administering programs related to the SEJPA's provision of services. Assists in developing agency goals and objectives.
- Coordinates daily inter-departmental activities, including special Board of Director's projects and/or assignments to assure timely response or completion.
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and assisting in hiring, termination, and disciplinary recommendations.
- May serve as the SEJPA's Treasurer/Auditor to maintain fiscal controls and develop and administer an investment program ensuring safety and liquidity of assets.
- Directs complex policy and fiscal-related analytical studies involving the administration of the SEJPA. Analyzes data, prepares detailed reports, proposes solutions, and makes presentations to the Board and other groups on a variety of subjects.

- Plans, organizes, and directs the general financial activities of the SEJPA, including accounts payable, payroll, purchasing, expenditure tracking, year-end closings, budget preparation, cost of service studies, and the annual audit.
- Drafts and reviews SEJPA contracts for conformance with applicable policy and legal standards, and negotiates and administers consulting and service contracts.
- Supports the SEJPA's recruitment, selection, classification, compensation, and benefit programs. Provides staff assistance, as directed, in labor relations management, policies, and serves as labor negotiator.
- Oversees the management information system activities related to the maintenance of financial and records management systems.
- Maintains the SEJPA's permanent records, Board Policies, and Administrative Procedures.
- Serves at the pleasure of the General Manager.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES REQUIRED FOR THESE ESSENTIAL JOB FUNCTIONS

- Knowledge in the following areas: generally accepted accounting principles, practices and methods; budgeting; data processing applications; information systems management; public purchasing requirements; insurance coverage; and fiscal and budgetary planning.
- Knowledge of federal and state laws, rules, and regulations regarding personnel administration, including labor relations, fair employment, hiring process, termination, workers compensation, benefit administration, Americans with Disabilities Act, etc.
- Knowledge of laws and regulations pertaining to liability, property, vehicular, boiler and machinery, and workers' compensation insurance.
- Knowledge of federal and state laws, rules, and regulations including employee compensation and payroll taxes, state sales tax, and federal tax exemptions.
- Ability to establish and maintain cooperative working relationships to foster a team approach.
- Ability to apply objective and fair assessments in disciplinary matters.
- Ability to communicate clearly and concisely, both written and orally, and to review and edit documents for proper English usage.
- Knowledge of modern office practices and procedures.
- Skills in operating a personal computer and standard desktop applications.

EDUCATION REQUIREMENT

A four-year college degree in Accounting, Finance, Public/Business Administration, or a related field is required.

EXPERIENCE REQUIREMENT

Ten years of increasingly responsible budgetary and finance experience; including five years of experience at a supervisory level.

LICENSE/CERTIFICATION REQUIREMENT

Possession of a valid California Class C Driver's License and insured in accordance with at least minimum coverage and liability standards established by the State of California. Failure to maintain a valid Driver's License, liability insurance, and the ability to be insured under the SEJPA's automobile insurance carrier constitutes possible cause for termination.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

Physical Demands:

While performing the duties of this position, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings, and by telephone; use hand and fingers to handle, feel, or operate standard office equipment.

Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

Work Environment:

The employee works under typical office conditions and the noise level is usually quiet. On occasion this position may require the use of personnel protective equipment such as safety glasses and mandatory hearing protection.

ADDITIONAL QUALIFICATIONS

Ability to pass SEJPA's pre-employment physical examination and background investigation; and the ability to read, write, speak, and comprehend English.

RIGHT TO WORK REQUIREMENT

Documentation of eligibility to work in U.S. will be required as a condition of employment.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the SEJPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability, unless undue hardship would result to the SEJPA. To request such an accommodation, please refer to the SEJPA employee handbook.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned that may become essential to the position.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

November 2009
May 2013
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August 2018