



Financial Officer

Department/Group:	Division 2 – Financial Services Division	Travel Required:	Yes
Location:	Headquarters - Sanford	Position Type:	Full Time
Reports to:	Deputy General Manager/ General Manager	Job Category:	Exempt

JOB SUMMARY:

Under limited supervision, directs the financial functions of the organization: manages, plans and coordinates the activities in the overall administration of the Financial Services Division. Performs complex administrative, technical and professional work to include the investment of funds, data integrity, budget development/monitoring, debt management, all aspects of accounting, purchasing, asset management, property insurance and claims processing. Maintains effective internal controls, ensures compliance with state and federal regulatory and reporting requirements for the financial issues of the Authority to include compliance with bond requirements, grant requirements, Public Funds Investment Act (PFIA), Generally Accepted Accounting Principals (GAAP), and data transparency requirements. Directs the development of Annual Comprehensive Financial Report (ACFR), financial statements, compliance reporting, annual budget and cost allocations.

ESSENTIAL JOB FUNCTIONS:

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class. The omission of specific duties does not exclude them from the position if the work is similar, related or logical assignment to this class.

- Manages finance and accounting operations including budget, debt management, accounting, payroll, accounts payable, accounts receivable, purchasing, asset management, property claims, processing and records management pertaining to area of responsibility
- Assists the General Manager with the analysis, preparation, presentation, justification and administration of the Authority's budget; monitors performance against the annual division budget
- Attends and participates in Authority Board meetings, professional organizations, and meetings; prepares and presents reports
- Supervises staff to include assigning and reviewing work, ensuring staff is trained, resolving conflicts, interviewing applicants, conducting performance evaluations, and handling disciplinary actions
- Evaluates and establishes internal controls for efficiency, effectiveness, and accuracy in accordance with generally accepted accounting standards and in accordance with recommendations from the Board of Directors and the Authority's auditor. Ensures compliance with system of internal controls
- Supervises, coordinates with and assists the auditor with the annual fiscal audit, the management audit and the issuance of the Authority's annual financial reports
- Prepares the ACFR in accordance with generally accepted accounting principles while obtaining the Governmental Finance Officers Association (GFOA) Certificate of Achievement to submit to the Board of Directors
- Coordinates, reviews and/or prepares the Authority's compliance reports related to bond issues and grant funding to submit to the regulating entities

- Reviews and/or prepares the Authority's monthly, quarterly and annual reports
- Prepare spreadsheets for assessments and other projects
- Invests public funds conforming to all federal, state and local statues and regulations governing the investment of public funds; maintains relationships with the investment community, ensures the banking and investment policy meets the requirements of the PFIA by obtaining the Government Treasurers' Organization of Texas (GTOT) certification of investment policy
- Manages cash flow to ensure liquidity for payroll, payables, debt service
- Maintains relationships and provides timely information and other support to Authority Member Cities in regard to audit, annual financial reporting, debt management, board decisions, financial transactions and potential budget implications
- Reviews and/or prepares the Authority's monthly, quarterly, and annual reports; coordinates and directs submission of information for property and worker's comp insurance renewal
- Establishes and regularly reviews the procedures for processing payroll and accounts payable
- Develops, documents and reviews business process and accounting policies
- Serves as an Authority representative with other local, regional, and governmental agencies
- Assists in the negotiation of terms of agreements, contracts and other documents pertaining to area of responsibility on behalf of the Authority
- Establishes and maintains cooperative working relationships with co-workers and outside agencies
- Continuously expand accounting knowledge by remaining aware of new regulations, participation in educational opportunities, reading professional publications, maintaining personal networks, participating in professional organizations and conferences.
- Review existing procedures and regulations for improvement and compliance
- Must retain constant awareness of the Authority's financial position and act to prevent potential issues
- Proactively communicate with the General Manager, Deputy General Manager and the member cities

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial control and reporting
- Principles and practices of cost and fixed asset accounting
- Internal control and audit principles and practices
- Generally accepted accounting principles (GAAP), Governmental Accounting Standards (GASB), and Government Finance Officers Association (GFOA) accounting standards and requirements
- Principles and practices of computer-based financial and accounting systems
- Principles, practices, laws and regulations governing the investment and management of public funds
- Principles of supervision, training and performance evaluation

Ability to:

- Plan and direct the activities of department responsible for a variety of financial and service programs and activities
- Analyze short and long-term financing requirements and develop financing priorities and strategies
- Evaluate complex investment vehicles and strategies and make sound, prudent investment decisions that maximize financial return while safeguarding the Authority's assets
- Prepare clear, concise and comprehensive financial statements, correspondence, reports, studies and other written materials
- Develop and implement financial procedures and controls
- Present proposals and recommendations clearly and logically
- Ability to build and maintain positive working relationships with co-workers, Board members, personnel from member cities, and the public
- Demonstrate strong ethics, with an ability to manage confidential data

EDUCATION AND EXPERIENCE:

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- Bachelor's Degree in accounting, finance, business or public administration or related field
- Substantial professional experience in financial management, accounting, analysis and reporting for a governmental or special district agency
- Supervisory or management experience desired

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

- Possession of a Texas driver's license; and a driving record acceptable to the Authority's auto insurance provider
- License as a Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), or other relevant qualification is desirable but not required
- Must qualify for fiduciary bonding

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are regularly required to: work in an office setting; stand and sit for prolonged periods of time; operate equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use hands to finger, handle, feel, or operate office equipment; reach with hands and arms; drive; Specific vision abilities required by this job include normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Environment: Employee regularly: works in a standard office setting. Noise level is usually quiet.