



SUMMARY

Under direction, plans, organizes, and manages major Finance functions and activities, including budget development, management reporting, and operational Finance functions such as payroll, accounts payable and receivable, and procurement; assists in coordinating assigned activities with other District departments and outside agencies; provides highly responsible and complex professional staff assistance to the Administrative Services Manager, General Manager, and Assistant General Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level management staff. Exercises direct supervision over lower-level Finance staff.

DISTINGUISHING CHARACTERISTICS

The Finance Officer is responsible for budgeting, financial reporting for management, Committees, and the Board of Directors, and supervision of operationally oriented Finance functions, which may include payroll, accounts receivable, accounts payable, and procurement. Successful performance requires working independently and demonstrating initiative and discretion. The Finance Officer is responsible for providing professional-level analytical assistance to the Administrative Services Manager in the areas of expertise, with a focus on the interpretation and analysis of financial data and communication of actionable information and recommendations to District management. This classification is distinguished from the Administrative Services Manager in that the latter is responsible for strategic planning and management of all Finance, Human Resources, and Information Technology functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Plans, organizes, prepares, implements, and controls the District's annual operating and Capital Improvement Plan (CIP) budgets, and periodic financial forecasts. Monitors, analyzes, and reports on all aspects of the District's financial performance, with an emphasis on providing timely analyses and recommendations to District Management; conducts short- and long-term forecasting and financial planning.
2. Develops, implements, and maintains budget and management-reporting related systems and applications.
3. Serves as Finance focal point for systems that impact Finance operations, such as registration software; identifies and resolves system issues that impact Finance operations.
4. Supports accounting close and cash management process through participation in monthly reviews.
5. Posts all activity for Capital Improvement Plan (CIP) transactions and monitors actual and forecasted spending versus project budgets and funding sources. Tracks project progress, payments, expenditures, and reimbursements.
6. Prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.
7. Develops, implements, and maintains policies and procedures.
8. Establishes and maintains internal control procedures and ensures that accounting standards are met for Finance operations.
9. Selects, trains, motivates, and evaluates lower-level Finance staff; provides or coordinates staff training on Finance-oriented processes and procedures as needed.
10. Works collaboratively with other departments; confers regularly with other supervisors and managers.
11. Serves as District representative with external organizations in relation to Finance matters; attends and/or speaks at meetings, community and professional functions, and conferences, as assigned.
12. Performs administrative tasks, such as attending and scheduling meetings, preparing reports, and maintaining records.
13. Reviews a variety of documents for accuracy and completeness.
14. Conducts research, evaluates results, and prepares detailed analyses, reports, presentations, and general and technical correspondence.



15. Receives and responds to questions and concerns from internal and external customers; identifies issues and resolves problems or refers to Manager as appropriate.
16. Completes special projects as assigned.
17. May assist in administering grant programs.
18. Works collaboratively with internal and external customers.
19. Assists with District special events, as needed.
20. Performs other duties, as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree or equivalent in accounting, economics, finance, business or public administration, or a related field is required;

AND

- Four years of relevant work experience.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to area of responsibility.
- Principles and practices of budgeting and management reporting.
- Principles and practices of financial and account document processing and recordkeeping, including accounts receivable and accounts payable.
- Business mathematics and financial and statistical techniques.
- Advanced Excel and PowerPoint techniques.
- Principles and practices of providing a high level of customer service.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

Ability to:

- Develop, implement, and maintain policies, procedures, work standards, and internal controls for the District and department.
- Manage large and complex budget processes.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Plan, organize, direct, and coordinate the work of technical and support personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Maintain confidentiality.
- Speak effectively in public.
- Research, analyze, evaluate, and implement new methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work
- Make accurate mathematic, financial, and statistical computations.



Livermore Area
Recreation and Park District

An independent special district

FINANCE OFFICER

- Develop, implement, and maintain computer systems and applications, tracking systems, and advanced spreadsheets and databases.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

N/A

PHYSICAL DEMANDS

Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Job Code: 3011L

FLSA Status: Exempt

Supersedes: Finance Technician dated 5/31/2017