

NORTEX REGIONAL PLANNING COMMISSION

CLASSIFICATION JOB DESCRIPTIONS

NRPC Salary Group: B19

NRPC Class Job Number: 1024

FLSA Classification: Professional - Exempt

Immediate Supervisor: Executive Director

DIRECTOR OF FINANCE

GENERAL DESCRIPTION

Performs advanced work directing financial affairs. Work involves planning, organizing, and directing agency budgets; directing the allocation of funds; and establishing and maintaining an efficient accounting system. Work involves the preparation of a variety of related financial analyses and reports. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Directs fiscal functions to include accounting, budgeting, purchasing, and internal auditing, as well as the processing and approval of claims, preparation of payrolls, handling of cash receipts and disbursement, and preparation of financial reports and budget requests.
- Directs the allocations of federal, state and local funds to agency operating programs.
- Directs the preparation of periodic financial statements, analyses, and reports.
- Develops methods for the control of cash receipts, deposits, and disbursements; the purchase of services, supplies, and equipment; the documentation of claims for payment; and the preparation and processing of payrolls.
- Establishes, installs, and directs the maintenance of efficient accounting systems for controlling, recording, and reporting transactions in operating funds.
- Computes statistical information for reports on employment practices, Equal Employment Opportunity requirements, or other employment concerns.
- Functions as a consultant to staff in the financial aspects of program planning.

- Supervises and maintains the property inventory; coordinates the annual process of physical inventory.
- Assist in the preparations and implementation of agency investment plan.
- Acts as purchasing agent; oversees all aspects of the procurement process, excluding specific program subcontractor procurement.
- Prepares and/or assists in the preparation and maintenance of accounting policies and procedures, personnel policies and procedures, and the procurement manual.
- Coordinates activities relating to the annual independent agency audit, as well as various state monitoring reviews.
- May address community groups on agency programs and functions.
- May use automated equipment for information retrieval and data entry.
- Provides employment information to applicants or employees and conducts orientation for new employees.
- Maintains employee personnel files.
- Answers inquiries regarding administrative procedures and policies in regard to the personnel policy handbook.
- May serve on state and national committees, and/or participate in organizations concerned with finance problems.
- May operate office machines such as personal computers, typewriters, adding machines, calculators, laser printers, facsimiles, and/or copiers.
- May serve as trustee of agency staff retirement plan, preparing all documents, reports and monthly financial reports.
- May assign and/or supervise the work of others.
- Performs related work as assigned.

OTHER JOB FUNCTIONS: _____

- May be required to carry, hold, lift, push, and pull a minimum of 35 pounds of computer papers and retrieve records and/or supplies from storage room.
- May be required to read, write, and communicate in English.
- May be required to travel.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in finance administration. Graduation from an accredited four-year college or university with major course work in accounting, finance, business administration, or a related field is generally preferred. Education and experience may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of finance administration and fiscal accounting; and of agency policies, state laws pertaining to public funds, and governmental finance.
 - Skilled in the use of electronic accounting equipment.
 - Ability to direct and supervise the work of others; to plan, organize, and direct finance programs; to establish accounting systems; to budget funds; and to understand and interpret laws and regulations.
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****THIS COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL". THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO MODIFICATION TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.***

Revised 10/1/2019