



GARDEN CITY
RECREATION COMMISSION

Job Description: Finance Director

Position Type: Full Time, Non-Exempt

Salary Range: \$49,000 - \$68,600 annually

Highly responsible professional and administrative work associated with the overall financial activities within the Recreation Commission including revenue management, budgeting, accounting, purchasing, and risk management. Work involves assisting the Recreation Superintendent in planning, organizing, directing, and coordinating a comprehensive program of activities designed to maximize the effectiveness and efficiency of the Commission's financial programs and operations. The incumbent works in partnership with other employees, departments/divisions, external entities, and the public in delivering effective and innovative services. Provide holistic services to internal and external customers by seeking ways to integrate programs or services provided by other departments, divisions, and external entities.

Essential Required Tasks/Examples of Duties:

(Persons hired in this position must be able perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. Garden City Recreation Commission retains the right to modify or change the duties or essential and additional functions of the job at anytime without notice).

Assists in the management and supervision of all general accounting, payroll, risk management, budget, revenue management, purchasing, debt management and investment activities of the Commission. Directs and participates in receiving and investing monies, maintaining accounts and budget controls, accounting for all receipts, deposits, investments and disbursements of Commission funds, and preparation of financial statements or reports.

Assumes the duties/responsibilities of the Superintendent in his/her absence or as assigned.

Establishes and maintains an accounting system for the Commission consistent with generally accepted accounting principles for recreation commissions and municipalities and in accordance with applicable city, county, state and federal laws and regulations. Recommends to the Superintendent methods and procedures to be followed by the Commission; provides progressive leadership in the initiation and enactment of new and improved departmental policies and procedures. Manages and supervises operations, as needed, to achieve goals within available resources. Provides leadership and direction in the development of departmental short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Maintains harmony among workers and resolve grievances; perform or assist subordinates in performing duties; adjust errors and complaints.

Preparation of monthly and annual financial reports, preparation of various Commission reports or other financial reports as may be necessary.

Assists the Superintendent in preparation of estimates for the annual yields of the Commissions various revenue sources; provides on-going support to assist with review to determine if such estimates will be realized and to determine trends in the various revenue sources.

Assists the Superintendent with all phases of debt service administration:

Responsible for oversight of financial accounts for all monies paid to the Commission and all expenditures paid by the Commission. Ensures the maintenance of necessary journals, ledgers and other account books as required to keep current balances of all monies paid out and all monies received by fund, department and activity. Controls records showing individual department activity balances as related to budgeted appropriations. Records financial data in such a manner as to have various information available for analysis and use in financial reports.

Oversees the compilation and consolidation of receipts and expenditures and the preparation of cash and investment summaries for each fund and balances monthly. Oversees the combination of such information into regular monthly financial reports and such other reports or statements as may be required. Assists Superintendent in providing financial data to other departments for annual budget preparation. Coordinates on-going training program for finance policies and procedures for all staff.

Assists, as required, Internal Audit and Performance, in examinations of the correctness of records and the legal propriety of transactions; assists the independent auditor by assisting in the compilation of the necessary information for independent audits. Assists in the oversight of the preparation of cash budgets and cash flow projections to forecast receipts and disbursements in order to maximize return on investments while maintaining sufficient cash to meet current needs. Oversees the establishment and maintenance of an inventory of all Commission property, buildings, and equipment; assigns values thereto, and assures that each facility is adequately insured.

Perform a variety of human resources functions including: assisting in the enrollment of employees in insurance (including COBRA), retirement, and other benefit programs; advise department officials and Commission employees on the policies, rules, regulations, and procedures relating to various employee programs such as leave, insurance, and other employee programs and benefits; assist in collecting and reviewing benefit enrollments, changes, and terminations; completes part time insurance reimbursements, retiree reimbursement program and service awards. Submit worker's compensation claims and may perform necessary follow-up for each claim. Update applicant tracking database; maintain employee personnel files and payroll records. Prepare personnel action forms and payroll data relating to hiring and terminations.

Operates office equipment as required including a personal computer and applicable software. Operates a motor vehicle in order to attend offsite meetings and travel to various sites within and outside Garden City. Evaluates service costs and makes related recommendations. Identifies and recommends improvements in divisional and departmental operations to ensure assigned functions are efficient and cost effective. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Uses all required safety equipment. Performs related duties as required.

Minimum Qualifications:

Training – Bachelor's degree from an accredited college or university in Accounting, Finance, Public or Business Administration or in a closely related field; Master's degree in Accounting, Finance, or Public or Business Administration preferred.

Experience - Five years of increasingly responsible senior level experience in a combination of the following areas: Local government accounting, budgeting, financial administration and treasury management including at least three years supervisory experience in an administrative or managerial capacity.

OR

Any equivalent combination of training and experience that provides evidence that the applicant possesses the Necessary Applicant Traits.

Necessary Special Requirements – Must be at least 21 years of age. Must possess and maintain a valid driver's license and a safe driving record for continued employment. Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: interviews/assessment center, reference checks, background checks including local police check and sex-offender check, driving record check through DMV.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level in the environment is moderate. Work is generally scheduled Monday through Friday with some evening and weekend hours. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, talk or hear, use hands to finger, handle, or feel objects, tools, or controls, and reach with arms and hands. The employee is occasionally required to walk, stand, climb or balance, stoop, kneel, crouch, or crawl. Physical demands are described as sedentary (exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time). Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Necessary Applicant Traits:

Knowledge - Considerable knowledge of the principles and practices of commission and/or municipal fiscal administration including financing of public debt in a public sector environment. Broad knowledge of governmental budgeting, revenue management, and accounting principles, procedures, and processes governing the estimation, receipt, custody, and expenditure of the monies of the Commission. Considerable knowledge of budget preparation, program analyses and revenue forecasting. Considerable knowledge of the state, federal and other laws regulating the financial administration of commission and/or municipal government. Considerable

knowledge of modern office practices, procedures, equipment and standard clerical techniques as applied to the maintenance of the accounting system. Considerable knowledge of the principles and practices of commission and/or municipal cash management policies and procedures. Considerable knowledge of risk management, purchasing principles and practices. Broad knowledge of the principles and practices of supervision, training and personnel management.

Skills - Skill in understanding and responding to customer needs. Skill in operating a personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; telephone; copy machine; and facsimile machine. Skill in the use of word processing and/or worksheet software such as Word or Excel. Skill in the operation of a motor vehicle.

Abilities - Ability to organize, direct, and coordinate the functions of a finance department including supervision of professional, technical and clerical personnel; analyze and solve a wide variety of accounting and fiscal problems; establish and maintain effective working relationships with city employees, representatives of financial institutions and members of the public; evaluate resources and personnel needs within an organization; be innovative and creative in management of financial resources in an often changing and challenging environment; exercise considerable initiative and sound judgment; communicate clearly and concisely in English, verbally and in writing; effectively motivate, develop and discipline subordinate staff; evaluate program effectiveness and efficiency; work from broad direction with limited supervision; work well with culturally diverse people; prepare budget documents, reports, and statistics; organize information and express ideas in a clear and logical format; evaluate resources and personnel needs; identify, analyze, and address problems and trends in a timely, efficient, and equitable manner; organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; adapt to interruptions, equipment failures, unusual demands, or changing priorities; handle confidential information; employ and enforce safety practices and procedures; and coordinate, analyze and utilize a variety of reports and records.

Performance Indicators:

Performance Indicators: (This identifies specific job performance requirements to measure performance criteria for job evaluations.) The incumbent performs duties within the organizational structure of the Department/Division, following appropriate procedures and policies. The incumbent is evaluated in the following areas:

Job Knowledge/Technical Expertise

Quantity and Quality of Work

Working Relationships and Interpersonal Skills

Judgment and Problem Solving

Planning/Organizational Abilities

Communication

Leadership and Motivation and Development of Subordinates

Budgetary Controls

Commitment to the Mission Statement and Organizational Values

A review of the incumbent's performance on the above performance indicators will be conducted

on a periodic basis as determined by the Superintendent. The Superintendent evaluates the worker's administration of policies and procedures through daily observations, spot checks, written reports, feedback from other staff members and the public, and communication with the incumbent.

Working Relationships:

Independence of Action: Works under the general direction of the Superintendent. Work is performed with reasonable latitude for independent judgment and action under the general direction of the Superintendent. Exercises considerable independence of judgment in meeting objectives and implementing divisional operations, services, and programs. The supervisor is kept informed of progress and potentially controversial matters and areas of far-reaching implications. Completed work is reviewed by the Superintendent through conferences, reports, and the success of the financial program, from an overall standpoint of meeting the Commission's goals, and in providing acceptable service levels to the City/community.

Personnel Management Responsibility: Management of assigned department requires the personal supervision of professional, technical, administrative, and clerical subordinates including hiring, scheduling, delegating tasks, reviewing performances, recommending disciplinary actions and providing training. The incumbent establishes policies, procedures, and objectives for subordinate work units and reviews the accomplishments of the work units in terms of quality, cost, and meeting division goals. The incumbent provides direct supervision of subordinate supervisors and indirect supervision of all employees within subordinate work units through subordinate supervisors. The incumbent reviews appointments, disciplinary actions, and performance evaluations of divisional personnel. The incumbent is responsible for establishing organizational structure of subordinate work units and coordinating and balancing the activities of those work units. Employees' performance, as well as the overall division's performance, is the responsibility of the incumbent.

Working Relationships: Working relationships are typically with Board Commissioners, Superintendent, Department heads, staff and supervisors; however, contact with employees at all levels, the public, special agencies and state and federal elected and appointed officials occur on a frequent basis.