

## Job Description Director of Finance

<b>DEPARTMENT:</b>	Finance	<b>REPORTS TO:</b>	Assistant CEO, Finance & Internal Operations
<b>TITLE CODE:</b>	8016MR	<b>DATE:</b>	10/30/09
<b>POSITION CODE:</b>	R90366	<b>ADMINISTRATIVE REVISION:</b>	06/02/2015

### Job Summary

Under general direction, plans, organizes and directs the Finance Division; develops and manages financial transactions; record keeping, preparation of financial statements, accounting for investments; and performs related duties as required.

### Distinguishing Characteristics

The Director of Finance reports directly to the Assistant CEO of Internal Operations. OCERS' management staff is expected to uphold the highest standards of accountability, plan sponsor focus, and system efficiency. This Director is responsible for planning, directing, and coordinating OCERS' general and investment accounting, financial reporting, budgeting, and fiscal operations such as accounts payable, contributions, and retirement payroll.

### Performance Attributes

Include but are not limited to the following:

- ▶ Plans, organizes, and directs the Finance Division including all general and investment fund accounting activities and transactions.
- ▶ Ensures that OCERS fiscal matters are conducted in accordance with the County Employees Retirement Law of 1937, Federal and State statutes, and OCERS policies.
- ▶ Coordinates the maintenance of automated accounting systems for OCERS by implementing new systems and ensuring that automated systems meet accounting standards.
- ▶ Directs preparation of CAFR, financial reports, and budget reports to the Board of Retirement as well as informational reports.
- ▶ Directs professional accounting staff to prepare a large number and variety of financial reports; reviews and approves completed reports and statements.
- ▶ Responsible for overall development, training, and evaluation of staff, either directly or through subordinate supervision.
- ▶ Directs preparation of the department budget and coordinates with other departments in compiling information for the preparation of OCERS' annual administrative and investment budget.
- ▶ Oversees member payroll and the collection of contributions and investment portfolio income for all entities in the OCERS system; identifies tracks and reconciles all revenue sources.
- ▶ Directs and/or performs a wide range of fiscal analysis, financial projections, and special studies.

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- ▶ Analyzes new legislation and changes in regulations in order to determine impact on the department's finances and operations.
- ▶ Confers with the External Auditor, Investment Managers, Custodian, Actuary and County staff on complex financial and accounting issues.
- ▶ Recommends fund transfers and/or adjustments as needed to cover expenses and meet obligations.
- ▶ Promotes education/training for professional and personal growth, employee development and cross-training.

### **Minimum Qualifications**

Minimum qualifications required for entry into the classification

#### ***Education and/or Experience***

A bachelor's degree from an accredited college or university with a major in accounting, finance, economics, business administration, or related field which includes successful completion of coursework in elementary, intermediate and advanced accounting, cost accounting, governmental accounting and auditing.

**and**

Five years of progressively responsible management experience in government, public or private industry accounting. Previous experience must have included the responsibility for planning, organizing and directing a large, complex fiscal section of an agency or organization.

A Masters in Business Administration (MBA) degree or Certified Public Accountant (CPA) license may be substituted for one year of professional accounting/auditing experience.

#### ***Special Notes, Licenses or Requirements:***

- ▶ A valid California class C driver's license or the ability to arrange necessary and timely transportation for field travel.
- ▶ May be required to use personal vehicle.
- ▶ A complete background investigation is required; a felony or misdemeanor conviction may be a disqualifying factor from employment.

#### ***Knowledge/Skills/Abilities:***

The following lists the knowledge, skills, and abilities necessary to perform the essential duties of the position.

##### ***Knowledge of***

- ▶ Principles, practices, methods, and techniques of effective leadership, financial management and public administration pertaining to the planning, directing and monitoring of the financial activities of OCERS.

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- ▶ Accounting and auditing principles, theories and procedures applicable to the control of various accounting systems.
- ▶ Federal, State and local financial reporting requirements.
- ▶ GAAP, GASB, FASB pronouncements, generally accepted auditing standards.
- ▶ Governmental accounting principles and practices.
- ▶ Actuarial principles and accounting standards as related to pension systems.
- ▶ The County Employees' Retirement Law of 1937.
- ▶ Security Exchange Commission laws and regulations.
- ▶ Functions of a custodial bank.
- ▶ Supervision and training principles, practices and techniques.
- ▶ Telephone, office, and online etiquette.
- ▶ Computer applications and hardware related to the performance of the essential functions of the job.
- ▶ Memoranda of Understanding as they apply to subordinate personnel.

### ***SKILLS/ABILITY TO***

- ▶ Understand, interpret and apply provisions of Federal, State and local regulations and policies including Governmental Accounting Standards Board, Financial Accounting Standards Board, Government Finance Officers Associations and American Institute of Certified Public Accountant pronouncements.
- ▶ Demonstrate integrity when applying accounting and management principles and practices, dealing with large amounts of money and funding, ensuring the validity and acceptance of accounting and fiscal data, and resolving discrepancies in the accounting of money or funds.
- ▶ Identify and define actual and potential issues or concerns pertaining to the accuracy and integrity of accounting and fiscal data, use sound and logical judgment, and make effective decisions to develop resolutions.
- ▶ Read, understand and interpret complex technical accounting information and complex Federal and State governmental regulations.
- ▶ Plan and manage the performance of finance staff, complex auditing and accounting functions.
- ▶ Apply general and governmental accounting principles and practices.
- ▶ Interpret and apply the provisions of the 1937 Law County Employees Retirement Law and Board policies and procedures.
- ▶ Perform job functions independently and in an ethical and objective manner.
- ▶ Communicate effectively in English orally and in writing with a variety of individuals representing diverse cultures and backgrounds.

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- ▶ Establish and maintain working relationships with members of the Retirement Board, members of the retirement system, public officials, staff, consultants and others encountered in the course of work.
- ▶ Make effective oral presentations to individuals and groups.
- ▶ Demonstrate strict confidentiality, professionalism, integrity, and compliance with applicable laws and regulations at all times.
- ▶ Use standard office equipment such as: computer, printer, scanner, fax machine, photocopier, and 10-key calculator.

### ***PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS***

The following is a description of the physical and mental abilities that are customarily required to perform the essential job functions of this position.

#### ***Physical and Mental Requirements***

- ▶ Speak and hear well enough to communicate in English clearly and understandably in person, over the telephone, and in small groups.
- ▶ Manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a telephone, keyboard, write and use a calculator.
- ▶ Mental stamina to interact professionally with members of the Board of Retirement, Plan Sponsors, peers and retirement system members.
- ▶ Vision sufficient to read fine print and a computer monitor.
- ▶ Independent body mobility, agility, and stamina to stand, walk, stoop, bend, and twist, to access a standard office environment.
- ▶ Ability to sit for prolonged periods of time.
- ▶ Body strength sufficient to lift up to 15 pounds and carry files.

#### ***Environmental Conditions***

- ▶ The primary work place is in an office environment, working with standard office equipment.
- ▶ Peripheral office equipment generates to a quiet moderate noise level.
- ▶ Operates in an environment that includes elected officials, non-elected officials, government agencies, community interest groups and the general public in the development and coordination of OCERS affairs.
- ▶ Out of area travel may be required to attend professional conferences and meetings.

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### Acknowledgement

By signing below, I acknowledge that I have reviewed and discussed the contents, requirements, and expectations included in this job description with my supervisor and a copy has been provided to me.

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Employee Signature

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Date

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Supervisor Signature

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Date

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Reviewer Signature

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Date