

EAST BAY REGIONAL PARK DISTRICT
CHIEF FINANCIAL OFFICER/CONTROLLER

GENERAL FUNCTION:

Under general direction, serves as the District's Chief Financial Officer/Controller with responsibility for the management and coordination of the processing, accounting and reporting of financial activities related to District business. Responsibilities include long-term financial planning with significant involvement in overall District planning and management.

ESSENTIAL FUNCTIONS:

As the Chief Financial Officer/Controller, directly supervises specialized financial program managers in the functional areas of budget development and monitoring for operational and capital funds; preparation of periodic financial reports; maintenance of all accounting records for funds received and distributed; is responsible for coordinating through Staff the development of a multi-year Capital Improvement Plan; payroll processing and required tax reporting; administration of debt service funds; treasury functions for investment of idle cash; and auditing for adequacy and effectiveness of the District's internal financial control and reporting systems. Exercises second level supervision over a moderate staff of professional, technical, administrative and support employees. Manages assigned programs through coordinated leadership assuring the Department meets specifically assigned ongoing and annual operational and financial objectives. Assumes overall responsibility of the integrity and adherence to legal and professional standards of all District financial activities and exercises overall responsibility for managing the District's large Operating and Capital Budgets. Coordinates and develops a proposed annual budget submission. Resolves intra-departmental problems and issues provides support services to other departments, and coordinates with other District managers on broader problems and issues.

Provides ongoing financial recommendations on issues such as assisting with preparation and monitoring of business plans. Also provides financial analyses and projections for senior staff, the General Manager and Board Finance Committee in addition to developing and submitting necessary actions and policies for review and consideration. Reviews and comments on all staff reports that have financial implications. Staffs the Board Finance Committee. As requested, chairs or serves on planning work groups that provide critical input to the Assistant General Manager, General Manager and/or Board of Directors on long term operational and financial plans and strategies that meet the District's vision for the future. As the Chief Financial Officer/Controller, provides technical expertise on all financial activities with the consequences of error potentially impacting the District's financial solvency and the general public's perception of its leadership. Administers public debt financing and Special Assessment District revenues and expenditures. Coordinates regular financial reporting to all Departments, presents financial information and responds to inquiries from Staff and the public. Works with internal and external auditors to address operational improvements and recommend actions identified as part of the annual audit. Assesses and supports within the Department and District, support services for all District operating departments to assist them in meeting their Divisional public service objectives.

EAST BAY REGIONAL PARK DISTRICT
CHIEFF INANCIAL OFFICER/CONTROLLER JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

- Education: A Bachelor's Degree from an accredited college or university in accounting, finance or closely related field; and
- Experience: Eight years of experience of increasing responsible experience in accounting and fiscal management. At least two of the eight years should be at a management/supervisory level. Direct experience with governmental financial operations is desirable.
- Substitution: A Master's Degree in a related field or a current license as a Certified Public Accountant (CPA) may be accepted as an equivalent to a maximum of two of the required eight years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general accounting and budget standards and practices, laws and regulations governing public agency accounting practices and reporting. Knowledge of public agency revenue sources, investment of public funds, and administration of public debt financing. Sound knowledge of computerized accounting, budgeting and reporting systems including security protocols. Familiarity with Sungard Bi-tech's IFAS system is desireable. Must possess significant knowledge of management and supervisory principles and practices and sound judgement and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position.

REPORTS TO: Assistant General Manager, Finance and Management Services, with the Board of Directors reserving appointment and discharge authority, upon advice from General Manager.

Employment Category: Management, Range MG07
Replaces "Controller"
Adopted by Board: May 21, 2002
Resolution #: 2002-5-111
Revision Approved by General Manager: 3/11/2008