



DATE: September 8, 2016

TO: Programs & Administration Committee

FROM: Wendy Sommer, Executive Director

BY: Pat Cabrera, Administrative Services Director

SUBJECT: Financial Services Manager Position

SUMMARY

At the September 8 Programs and Administration Committee meeting, staff will recommend that the Committee request that the Authority Board approve replacing the Chief Financial Officer (CFO) position with a Financial Services Manager position, as well as approving the Financial Services Manager job description and corresponding salary range.

DISCUSSION

In early August the incumbent CFO retired. Consistent with the commitment that the Executive Director made to the Board to carefully manage resources including vacancies as they occur, staff has determined that while an experienced and qualified accounting professional is needed at the Agency, a finance position at the current salary and level (CFO) is not necessary. This determination was based in part by the organizational analysis conducted in the spring by Management Partners for the administrative/financial staff.

In terms of workload, the activities that the CFO was performing constituted a full-time job. While the incumbent's actual tasks and responsibilities are very important to and needed by the organization, they are not at the executive (or department head) level. Therefore, the salary and job description should be adjusted accordingly.

Staff reviewed job descriptions and salary ranges from other jurisdictions and concluded that the Financial Services Manager position at the City of Alameda was a solid match for our Agency in terms of both duties required and salary range. Attached is the proposed Financial Services Manager job description. Besides the title change the primary difference between the proposed position and the Chief Financial Officer position is that the proposed position emphasizes "assisting" with various analysis and projects such as the annual budget and long-range projections as opposed to being the lead with respect to those activities. The proposed new salary range (effective October 1, 2016) is \$8,866 - \$10,773 per month. The current CFO salary range is \$9,598 - \$11,661 per month. Given that the

incumbent CFO was at the top of the range, the salary savings in the first year could range between approximately \$11,000 - \$34,000 (annualized).

In order to expedite the recruitment of this position the Agency has posted a job announcement with the proposed job title, description and salary range subject to Authority Board approval. Based on that approval and the results of our recruitment, we anticipate a start date to occur in mid to late October.

RECOMMENDATION

That the Programs and Administration Committee recommend to the Authority Board to approve the new Financial Services Manager position, the accompanying job description and new monthly salary range of \$8,866 - \$10,773. Furthermore, staff is recommending that the P&A Committee recommend to the Authority Board to eliminate the Chief Financial Officer position, job description and monthly salary range of \$9,598 - \$11,661.

Attachment: Financial Services Manager job description



September 2016
FLSA: EXEMPT

FINANCIAL SERVICES MANAGER

Under general direction, plans, directs, manages, and coordinates the financial programs and activities of the Alameda County Waste Management Authority the Source Reduction and Recycling Board and the Energy Council (“the Agency”), including, general ledger, payroll and accounts payable oversight, preparing year-end financial statements and fixed assets, treasury and grant management. This position functions as plan administrator for employee benefits; oversees and participates in the development and implementation of goals, objectives, policies, and priorities for financial programs; serves as Treasurer of the Agency; participates in the development and administration of the annual and mid-year budgets; oversees related work of assigned staff; coordinates assigned activities with outside agencies; provides highly responsible administrative support to Agency staff, boards, committees, and member agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director. Exercises functional and technical oversight of staff performing accounting support duties.

CLASS CHARACTERISTICS

This is a single position professional classification responsible for all of the Agency’s financial services and activities. Successful performance of the work requires thorough knowledge of theory and practice of governmental accounting and auditing, and principles of budget preparation and control. Responsibilities include oversight of the accounts receivable, accounts payable, and payroll functions, ensuring efficiency and effectiveness of all the Agency’s financial programs.

EXAMPLES OF ESSENTIAL FUNCTIONS

Management reserves the rights 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.

- Assumes management responsibility for all financial services and activities of the Agency including accounts payable, accounts receivable, payroll, general ledger accounting, trust fund management, investments, deposits, audits, asset management, financial reporting, and assists with forecasting of revenue and expenditures.
- Oversees and participates in development and implementation of goals, objectives, policies, and priorities for financial programs.
- Plans, directs, and coordinates the work of assigned staff regarding accounting duties; reviews and evaluates work products, methods, and procedures; meet with staff to identify and resolve problems.
- Assists in the development of and administers fiscal policies and procedures.
- Monitors and evaluates efficiency and effectiveness of financial programs.

- Performs various analyses to help solve budget problems with program groups/project leads.
- May serve as Agency liaison on financial matters with outside agencies.
- Coordinates assigned activities with those of other Agency staff, federal, state, and local agencies.
- Oversees accounts payable functions to ensure that expenditures are authorized and comply with Agency controls.
- Coordinates and assists with the preparation of budget documents and manages the timely and accurate preparation of financial reports, including the Comprehensive Annual Financial Report (or annual financial statements audit) and the Management Discussion and Analysis portion of the annual audit report.
- Assists in the development of long-range financial plans.
- Coordinates, reviews, evaluates, and recommends improvements to the Agency's administrative and financial internal control systems and procedures.
- Assists with employee benefits administration, including employee enrollment; acts as liaison with benefit carriers to address claims or issues; reviews and coordinates payment of employee insurance premiums.
- Evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares or assists with the preparation of a variety of written correspondence, reports, procedures, and other written materials, such as detailed accounting analyses, statistical compilations, and narrative reports.
- Maintains and updates the fixed asset system; establishes capitalization guidelines.
- Prepares working papers, financial statements, and various other reports for federal, state, city, and other outside agencies as well as for internal accounting and auditing.
- Reviews and interprets monthly financial statements, including budget variance analysis.
- Designs, maintains, and recommends improvements to a variety of computerized record-keeping systems, databases, and spreadsheets.
- Verifies, allocates, and posts details of the Agency financial transactions in journal and computer files from original source documents.
- Reconciles and balances accounts, compiles reports showing statistics, cash receipts, expenditures, accounts payable and receivable, profit and loss, and other items pertinent to the Agency's operation.
- Coordinates and performs administrative work in grants administration and reporting, including assisting in preparing budgets and interpreting funding agency regulations and requirements.
- Analyzes, reviews, and ensures compliance of proposals and grant budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation requirements.
- Attends and participates in professional meetings/seminars, and stays abreast of new trends and innovations in the field of public sector finance.
- Maintains working and official departmental files.
- Monitors changes in laws, regulations, and technology in assigned areas, and implements policy and procedural changes as required.
- Provides technical assistance to Agency staff, boards, committees, and member agencies as necessary.
- Builds and maintains positive working relationships with co-workers, other Agency employees, the Board of Directors, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation, contract administration, and benefits administration.
- Methods and techniques of revenue forecasting, budget preparation, financial analysis, and investing.
- Principles and practices of financial information systems and software and their application to the Agency's operations.
- Principles and techniques for procurement of goods and services, including preparation of RFPs, vendor evaluation, and contract negotiation and preparation.
- Generally accepted accounting procedures and pronouncements issued by the Governmental Accounting Standards Board.
- Applicable Federal, State, and local laws, codes and regulations.
- Methods and techniques for writing and presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Principles and practices of employee supervision, including work assignment and the training of staff in work procedures.
- Modern office practices, methods, and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Agency's finance program.
- Prepare complex financial, economic, statistical, and administrative reports and analyses.
- Assist with the preparation of the Agency's mid-year and annual budget. Monitor and reconcile cash and investment accounts.
- Design, establish, and supervise the maintenance of financial systems.
- Oversee, direct, and coordinate the work of technical, clerical, or administrative staff.
- Assist with the selection, supervision, training, and evaluation of staff as needed.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of Agency programs and administrative activities.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and

implement recommendations in support of goals.

- Effectively represent the department and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Perform mathematical calculations with speed and accuracy.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field, and five (5) years of increasingly responsible experience in budget and finance with responsibility for preparing and implementing complex, multi-funded budgets, including two years of administrative and supervisory responsibility. Possession of a CPA certificate is desirable.

LICENSES AND CERTIFICATIONS

- Possession of, or ability to obtain, an appropriate valid California's driver's license may be required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various 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. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.