



Please submit resumes to:
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East Texas Council of Governments
Human Resources
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Working Title: Director of Finance
Division: Finance
Reports to: Executive Director
State Classification: Director II

FLSA Status: **Exempt** **Non-Exempt**

POSITION SUMMARY

The Director of Finance performs highly advanced and/or managerial (senior-level) financial work. Responsible for directing, planning, and coordinating financial activities; ensuring fiscal accountability to state and federal laws, regulations, and policies; developing funding forecasts; and preparing and monitoring budgets.

SPAN OF AUTHORITY

With general direction from the Executive Director performs required duties with wide latitude for use of independent judgment. Confers with the Executive Director on all major policy and personnel recommendations. Ensures that subordinate staff maintain compliance with State and Federal laws and regulations. Must perform duties in accordance with ETCOG's customer service standards as expressed in the "Customer Service Creed" with a thorough understanding of the overall mission of ETCOG.

DESCRIPTION OF WORK

FINANCIAL OPERATIONS AND ADMINISTRATION (40%)

Establish methodologies for cost allocations across programs and divisions. Directs the preparation of financial documents and maintenance of automated accounting systems. Oversees activities to receive, disburse, deposit, and account for funds. Responsible for the protection and custody of funds and related financial documentation. Oversees the financial operations of the revolving loan program and small business administration fund to private entities for enhancing economic activities. Develops and maintains systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs. Oversees fiscal operations, internal control systems, and accounting records for adequacy, accuracy and compliance with legal regulation. Oversees the initiation and investigation of audit and audit sources and

coordinates the assignment of audit requests. Responsible for the resolution of financial audit findings from independent, federal and state auditors. Prepares and reviews the Comprehensive Annual Financial Report, GFOA Certificate of Excellence application and Clearing House audit submission. Confers with organizational management team members to resolve problems and deviations from required standards and procedures. Works closely with the Executive Director to ensure that the agency reaches fiscal goals and objectives. At the direction of the Executive Director, may confer with executive committee, board members, organization officials, and staff members to discuss issues, coordinate activities and resolve problems. Oversees the development and implementation of effective techniques for evaluating agency financial programs. Actively works with management team and staff members to develop and implement strategies that increase services and local revenue. Actively pursues and implements lean strategies and best practices. Provides interpretation on technical questions of regulatory compliance with applicable state and federal statutes and regulations. Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits. Responds to agency requests for information and other general correspondence. Serves as liaison between the regional council and grantor agencies in financial matters. Represents the department at national, state, and local levels concerning budget and financial activities.

FISCAL ACTIVITIES AND REPORTING (35%)

Formulates and implements policies and procedures for budget and financial activities to ensure compliance with state and federal laws, rules, and regulations concerning the fiscal management of government funds and resources. Plans and coordinates the formulation, presentation, and monitoring of the operating budget working closely with Division Directors, development staff, and Executive Director to ensure prudent and austere fiscal planning and budgetary compliance. Advises and recommends appropriate action to management on fiscal matters and institutes controls for sound fiscal management of state and federal funds to implement and maintain program goals and objectives. Develops long-range fiscal policies and adjusts budget projections. Confers with investment bankers, financial advisors, and other chief fiscal officers for techniques in leveraging funds for maximum earning and debt financing. Reviews proposed legislation and recommends appropriate steps to ensure compliance with legislations affecting budget and financial activities. Develops yearly Cost Allocation Plan and coordinates with the cognizant agency (Texas Workforce Commission) for approval on indirect and benefit rate. Reviews quarterly trial balance, general ledger, and budget vs. actual reports. Prepares quarterly financial statements, summaries and forecasts reflecting income and expenditures. May prepare division financial status reports and funding requests as needed to appropriate state agencies.

STAFF DEVELOPMENT AND SUPERVISION (20%)

Works strategically to develop supervisors and line staff and remove barriers that prevent stellar performance. Provides a full range of direct supervision to subordinate staff. Makes recommendations that carry particular weight to the appointing authority with regard to hiring, disciplinary actions and terminations. Oversees the selection, training, and development of subordinate personnel. Reviews the work of subordinate personnel to assure adherence to established standards. Develops position descriptions, establishes performance expectations and priority outcomes, assigns work and evaluates the effectiveness of subordinate staff. Ensures effective and efficient performance consistent with established operating procedures. Actively encourages subordinate input and ideas concerning how to improve Finance operations.

OTHER DUTIES (5%)

Performs other special projects and/or duties as assigned.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelors degree with major course work in Finance, Accounting, Business Administration, Public Administration, or a related field is required. Master's degree in these related areas is strongly preferred. Seven to ten years of experience of professional level public sector financial management, budgeting, and procurement is required. *Equivalent combinations of education and experience will be considered.*

SPECIAL REQUIREMENTS, LICENSES AND CERTIFICATIONS

Registered, certified, or licensed in a specialty area such as CPA and CGFM is preferred. Position may require work outside regular business hours as required by workload demands and supervisor.

REQUIRED KNOWLEDGE

- Fiscal planning, management practices, and division funding programs
- Developing, implementing, and monitoring budgets
- Fund accounting principles and procedures
- Debt issuance and legislative budget processes
- Auditing and investigative methods, practices, and procedures
- Knowledge of local government structure and intergovernmental relations in the state of Texas.
- Governmental accounting practices and procedures and advanced principles and practices including knowledge of local, state, and federal laws, rules and regulations
- Business and management principles involved in strategic planning, resource allocation, and leadership techniques; of accounting, budgeting and financial principles

- Knowledge of the principles and practices of the agencies administration and management and considerable knowledge of computerized fund accounting.
- Considerable knowledge of applicable Office of Management and Budget (OMB) accounting-related Circulars and Governmental Accounting Standards Board (GASB) regulations and generally accepted accounting principles.
- Applied knowledge, strict observance, and practice of ETCOG's Customer Service Creed.

SKILLS AND ABILITIES

- Analyzing and organizing technical data.
- Direct and organize program activities, establish program goals and objectives that support the strategic plan
- Identify problems, evaluate alternatives, and implement effective solutions
- Able to develop, evaluate, and direct policies and procedures
- Must be able to prepare concise reports, make presentations and communicate effectively
- Ability to be creative, resourceful and flexible; ability to take initiative and to exercise independent and sound judgment; and ability to maintain confidentiality at all times.
- Personnel management and team building.
- Coordination and facilitation of multi-organizational initiatives.
- Exceptional verbal and written communication skills and public presentation skills.
- Strong interpersonal skills.
- Computer software to support ETCOG and division functions.
- Exceptional leadership skills with an expectation of excellence and professionalism.
- Ability to work under pressure and meet deadlines.
- Ability to establish and maintain positive and cooperative working relationships with all levels of ETCOG staff, the Executive Committee members, Board of Directors, and the general public.

ETCOG CORE COMPETENCIES

- Leadership – Provides direction, motivation, and an example through open communication, positive attitude, optimism, and modeling best practices.
- Achievement Orientation – Balances competing priorities to meet all project and team commitments in a timely manner and delivers quality results.
- Concern for Effectiveness – Demonstrates a commitment to producing the highest quality work possible, while monitoring long-term impact.

- Teamwork - Recognizes independence and talent of each staff member; fosters a climate of trust, works within the team structure, understands the team perspective, and commits to goal attainment.
- Communication – Ensures that key issues are addressed and that important information is shared quickly and effectively up, down, and across the organization.
- Customer Service – Consistently demonstrates respect, responsiveness, and professionalism towards others while providing superior service for customers. Observes the ETCOG Customer Service Creed in all daily interactions with staff, elected officials, and other customers.
- Collaboration - Consistently identifies and pursues opportunities to collaborate with internal staff, regardless of Division, and external partners to deliver highest quality service and lowest possible cost.

POSITION-SPECIFIC COMPETENCIES

- Decision-making – demonstrates use of effective decision-making techniques that provide timely, appropriate, and ethical approaches to unresolved issues.
- Judgment/Discretion – demonstrates ability to represent ETCOG in a positive and proactive manner in all internal and external communications. Always presents a united position on difficult decisions. Handles confidential and sensitive information with great care and in accordance with appropriate standards. Always considers others' input, and personal values and ethics.
- Accountability – takes responsibility for division's activities and performance regardless of circumstances.
- Personnel management – provides direction and communicates expectations effectively while motivating staff to meet goals.
- Compliance management – establishes and maintains systems and procedures to ensure all aspects of budgetary, legal, regulatory, and contractual requirements are met.
- Strategic thinking – demonstrates ability to facilitate discussions and recommend actions to support and expand agency goals and mission.
- Work Schedule Flexibility- Understands that work load demands may require work beyond a standard work week.

COMPENSATION

Salary commensurate with experience. Excellent, competitive benefit package for full-time employees.