

Central Virginia Planning District Commission

Classification Description

Classification Title: Director of Finance

Department: CVPDC

Supervisor: Executive Director

Pay Grade: 115

FLSA Status: Exempt

General Statement of Job

The Director of Finance performs responsible professional and administrative duties in providing leadership for all financial and accounting operations of the CVPDC and affiliates including the Region 2000 Services Authority, the Central Virginia Workforce Development Board and the Radio Board.

Specific Duties and Responsibilities

Essential Functions:

Perform and/or supervise all duties required to maintain financial operations of the CVPDC and affiliates.

Directly supervise one employee in the Financial Division in accordance with the Commission's policies and applicable laws.

Attend all Board meetings and makes presentations on various financial and administrative issues.

Develop policies and procedures covering the financial operations of the CVPDC organizations.

Prepare financial statements, including monthly financial reports for various CVPDC organizations, and for Federal and State agencies, and reports required for the annual audit.

Maintain financial and support databases including all postings to ensure financials are accurate and timely.

Assist staff with questions concerning fiscal operations.

Prepare the Commission's various annual budget and revenue and expenditure forecasts.

Manage projects related to accounting, budgeting and finance functions for the Commission.

Communicate with vendors regarding payroll and benefit administration for all CVPDC employees.

Reconcile bank statements, computerized databases and financial reports to the CVPDC's financial software.

Coordinate all activities with external auditors as well as State and Federal auditors; provides documentation to support financials.

Maintain financial records and acts as fiscal agent for Central Virginia Workforce Development Board.

Ensure financial data is accurate and current, records are maintained in accordance with generally accepted principles and supported with proper documentation, and maintains effective internal controls.

Compare budget to actual expenditures, ensures deviations are approved and authorized, and that only allowable costs are charged to the grant.

Ensure annual independent audits of various organizations are performed as required.

Perform purchasing/procurement services upon requests.

Perform other duties as assigned.

Knowledge, Skills, and Abilities:

Extensive knowledge of the theories, principles and practices involved in governmental accounting and business management.

Thorough knowledge of local government regulations and codes related to accounting principles.

Thorough understanding and ability to use financial software; thorough understanding and ability to use MS Office software including Word and Excel.

Ability to interpret and analyze technical and statistical information and to communicate that information effectively in writing and orally.

Ability to organize work with minimal supervision and execute multiple tasks simultaneously.

Ability to plan and accomplish goals, using skillful problem solving techniques.

Ability to research and prepare clear, concise and well-organized technical reports.

Ability to communicate effectively both orally and in writing.

Ability to work under pressure, within time restraints, using judgment, discretion and initiative.

Ability to establish and maintain positive working relationships with staff, vendors, State and Federal officials, and appointed and elected officials.

Ability to work as part of a team and to adapt work habits and procedures as necessary to accommodate the organization.

Education and Experience

Bachelor's Degree from an accredited four-year college or university with major work in accounting or public finance. Master's degree in Business Administration preferred.

Five (5) years' experience in public finance administration, including supervisory experience.

CPA Certification preferred. Government Finance Officers Association certification desirable.

Physical Conditions and Work Environment

Work is normally performed in office environment in a seated position. Regularly required to use fingers and hands to operate computer and other equipment and to gather, sort and process documents; regularly required to talk and hear. Occasionally required to stand, walk, stoop, kneel and crouch, and to lift or moving objects of up to 30 pounds. Requires close vision and ability to adjust focus.

Date Approved:

Date Amended: **February 28, 2014**
June 18, 2018
August10, 2021