

## JOB DESCRIPTION

**JOB TITLE:** Finance Director  
**DIVISION:** Administration South Sound 911  
**REPORTS TO:** Executive Director  
**EEO job category 1.1 – Officials and managers**

### **SUMMARY:**

As part of the South Sound 911 Administration Division, and under the direction of the Executive Director, the Finance Director is a highly responsible professional position with oversight of the financial administration of South Sound 911. This position plans, organizes, manages and reviews the operations of the budget and finance division. An employee in this position will train, supervise and evaluate assigned personnel; develop and implement administrative policies and procedures; and provide financial information to the Executive Director and Board of Directors.

### **ESSENTIAL FUNCTIONS:**

Plan, organize, coordinate, oversee and direct the financial planning and financial administration of the agency to include: review of all financial transactions and control the expenditure of appropriated funds; analyze agency financial statements and financial audit(s) of the agency.

Formulate, revise and implement policies and procedures for managing financial transactions to assure compliance with Washington State Budgetary, Accounting and Reporting Systems (BARS) and Generally Accepted Accounting Principles (GAAP). Compile and analyze statistics, information and data to develop or modify present procedures and policies and future plans, goals and objectives. Establish and/or enforce procurement procedures for compliance with state laws and regulations.

Plan, coordinate, prepare and present the annual budget and division budget proposals for South Sound 911. Consult with and advise Executive Director and executive management on appropriate budget strategies consistent with strategic plan.

Attend and chair various meetings; serve as divisional representative at meetings, on committees and during labor contract negotiations as required.

Plan, organize and direct the work of professional and technical finance personnel and assure confidentiality of division records and information. Oversee all accounting processes and establish internal controls for financial transactions agency-wide.

Oversee billing and collection of fees, contract development and administration, grant accounting and compliance, specification development and the recommendation of purchases. Assure proper safeguarding of agency funds and assets.

Manage all payroll and accounting functions to assure compliance with the South Sound 911 adopted budget and applicable federal, State and local laws, rules and regulations.

Prepare and submit required financial statements and schedules annually to the Washington State Auditor's Office. Review and maintain compliance with statements issued by the Governmental Accounting Standards Board (GASB) and develop procedures to assure compliance with GASB statements as necessary.

**REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:**

Plan, organize and direct the operations and activities of the Finance division.  
Understanding and application of Generally Accepted Accounting Principles, theories, concepts, and terms.  
Knowledge of governmental accounting principles and practices, including Washington State BARS.  
Develop innovative ideas that provide solutions to workplace challenges. Articulate future visions and possibilities.  
Proficient with standard suite of Microsoft Office software and database applications.  
Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.  
Maintain cooperative and effective working relationships with others.  
Analyze situations quickly and adopt an effective course of action.  
Follow safety rules and regulations.  
Organize work to meet schedules and timelines.  
Maintain current understanding of applicable financial and budget laws, codes, regulations, policies and procedures.  
Work confidentially and with discretion, and maintain a professional demeanor while resolving emotional issues with personnel at all levels of the organization.

**QUALIFICATIONS:**

Graduation from a four-year college or university with major course work in accounting, finance, business or public administration, or related discipline applicable to the duties of the position and six years of increasingly responsible experience in the preparation and management of governmental budgets, accounting, auditing, or closely related field. Governmental accounting, financial management, and grant management experience is preferred.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORKING ENVIRONMENT:**

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis.

**MACHINES/TOOLS/EQUIPMENT/WORK AIDS:**

Personal computer, copy machines, telephone, fax machine, E-mail, calculators, and printers.

**POTENTIAL HAZARDS:**

The hazards are consistent within an office environment.

**ANALYSIS OF PHYSICAL DEMANDS OF POSITION:**

Activity	Percentage of time	Activity	Pounds
Standing	10% of time	Pulling	25 lbs.
Walking	10% of time	Pushing	25 lbs.
Sitting	80% of time	Lifting	25 lbs.
		Carrying	25 lbs.

The following abilities are required to perform the essential job functions:

Hearing	YES
Seeing	YES
Depth Perception	NO
Color Vision	NO

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

**ADDITIONAL COMMENTS:**

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Cynthia Shaffer, Employee Relations & Risk Manager

REVIEWED BY: Deborah Grady, Executive Director

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