

## **EAST BAY REGIONAL PARK DISTRICT**

### **ASSISTANT FINANCE OFFICER**

#### **GENERAL FUNCTION:**

Under general direction, this position administers the daily activities and operations of the Finance Department. Manages and directs the overall accounting functions of the District; including payroll, accounts payable, accounts receivable, banking and general accounting. Makes recommendations regarding department policies and procedures.

#### **ESSENTIAL FUNCTIONS:**

The essential functions of this position may include, but are not limited to, the following: monitors cash balances to ensure adequate cash on hand; prepares special and periodical financial statements and reports; analyzes performance of accounting activities for accounts receivable, accounts payable and payroll; and reviews department operations to ensure conformance with applicable policies and procedures. Assists the Chief Financial Officer with the management of the District's cash management function. Develops and implements internal controls to ensure that accounting processes and record keeping adhere to governmental accounting practices. Directs preparation of timely, accurate, reliable and useful statements, reports and statistics. Manages the general ledger, and monthly and year-end close processes. Manages the purchasing functions for the District, ensuring the proper accounting and control of purchasing processes. Provides supervision of the payroll function to ensure proper accounting and accurate reporting in accordance with laws, regulations and employee bargaining agreements and District policies. Works directly with District departments to constantly improve customer service, internally and externally. Participates in the development and management of enterprise funds, business plans and assessment districts to support agency operations, partnerships with other agencies and/or private businesses and other business models. Participate in the establishment of department objectives, plans, budgets and schedules. Works with the Information Services Department and consultants to administer the electronic accounting system. Supervises professional, technical and support staff as assigned.

#### **OTHER FUNCTIONS AND DUTIES:**

Acts as Chief Financial Officer/Controller as directed. Makes oral presentations to Board of Directors and various community groups as required. Any related tasks as necessary or assigned by the Chief Financial Officer.

#### **MINIMUM QUALIFICATIONS:**

Education: Bachelor's Degree from an accredited college or university in accounting, finance or a closely related field; and

Experience: Five years professional level experience in accounting/financial administration. At least two of the five years should be at a supervisory level. Direct experience with governmental accounting is preferred.

Substitution: A Master's Degree in a related field or a current license as a Certified Public Account (CPA) may be accepted as an equivalent to a maximum of two of the required five years of experience.

**OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE**

EAST BAY REGIONAL PARK DISTRICT  
ASSISTANT FINANCE OFFICER JOB DESCRIPTION  
PAGE 2

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general accounting and budget standards and practices; federal, state and local laws governing accounting practices and reporting. Strong familiarity with computerized accounting, spreadsheet and database applications, including the ability to manage security and coordinate continuing system improvements with staff and consultants. Ability to direct, evaluate and supervise work of assigned personnel; analyze financial reports and budgets; and to communicate effectively both verbally and in writing. Ability to prepare clear, concise, accurate and complete reports including statistics. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT:

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

REPORTS TO: Chief Financial Officer/Controller

Employment Category: Management, Range MG04  
Replaces "Assistant Controller"  
Adopted by Board: 12/05/2000  
Resolution #: 2000-9-200  
Revisions Approved by General Manager: 4/3/2008