

POSITION DESCRIPTION

<u>Position Title:</u>	Director of Finance – Chief Financial Officer	<u>Date:</u>	February 2025 (Revised)
<u>Division/Dept:</u>	Finance	<u>FLSA Status:</u>	Exempt
<u>Accountable to:</u>	Superintendent	<u>Pay Status:</u>	15

Primary Objective of Position

Provides policy and procedural direction to ensure the completeness, accuracy, and timeliness of Three Rivers Park District's accounting and financial reporting systems and the safeguarding of Park District assets; provides analysis of financial data and recommends policy and/or an appropriate course of action based on the Park District mission and policies; provides counsel to Department Directors, the Superintendent and Board of Commissioners on financial and capital improvement issues; and directs the Park District record management and property and liability insurance programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Recommends and directs the development and implementation of sound accounting policies and procedures that comply with generally accepted accounting principles for all Park District funds, which will provide the Park District Board of Commissioners and management with necessary financial data for their information, planning, and decision-making in a timely manner.
 - Provides financial information, interpretations and consultation to the Superintendent and Board of Commissioners on a regular basis
 - Formulates and directs the implementation of sound policies to ensure all financial activity is properly recorded in the Park District accounting system and all assets are safeguarded through appropriate internal controls and operational policies and procedures.
 - Advises Park District personnel on accounting procedures.
 - Directs the preparation of periodic financial reports and interprets financial reports for the Board and management to assure a complete and thorough understanding of financial reports and information.
 - Directs the preparation of financial projections for all budgeted funds.
 - Monitors compliance with the Park District Financial Management Plan and recommends policy and financial changes to meet the objectives of the plan.

2. Coordinates preparation of the Park District annual operating budget and insures the availability of necessary supporting data for review by the Superintendent.
 - Recommends budget policies and procedures
 - Advises Park District personnel on budget preparation.
 - Provides financial analysis of proposals and staff requests.
 - Prepares and reviews drafts of budgets before they are presented to Board of Commissioners.
 - Publishes summary budget book.
 - Prepares and reviews revenue estimates to ensure they meet stated budget objectives.
 - Presents budget information including final recommended budget to Management Team, Superintendent and Board of Commissioners.

3. Recommends and directs the implementation of sound public purchasing, fixed asset, , and revenue collection policies and procedures.

4. Oversees annual audit of the Park District with external auditors to insure sound accounting practices are followed and conformance to regulations and laws.
 - Directs the preparation of the Park District Annual Comprehensive Financial Report and its submittal to the Government Finance Officers Association Certificate of Achievement Program.
 - Writes and presents information to the Superintendent and Board of Commissioners regarding the Annual Comprehensive Financial Report, audit process and audit findings.
5. Manages the Park District banking and investment programs.
 - Coordinates, monitors, and determines the size, type, and structure of Park District investments with Hennepin County and external brokers.
 - Establishes agreements and coordinates transactions with the Park District depository banks and investment brokerages.
6. Manages the Park District debt program including issuance, reporting, and payment.
 - As a member of senior management, helps develop and monitor the projects and funding that are included the annual Asset Management Program.
 - Recommends to the Superintendent and Board of Commissioners bond size, timing, and structure to meet the Park District's capital needs and goals relating to the financial impact of future property tax levies.
 - Directs the issuance of all debt to provide adequate funding on a timely basis including providing financial advisor and bond counsel information necessary to complete official statement and bond sale documents.
 - Coordinates payment in accordance with approved debt instruments.
 - Directs annual reporting with information depositories and county, state, and federal agencies.
 - Monitors market conditions and recommends refinancing of debt when the Park District can achieve adequate savings or relief from restrictive bond covenants.
7. Directs the development and implementation of the Park District records management program.
 - Directs record storage and destruction in accordance with Park District records retention schedule.
 - Directs changes to records retention schedule.
8. Directs a comprehensive risk management program for the Park District including claims management, risk identification, policy formulation, transfer of risk through purchase of insurance and coordination of programs with consultants and legal counsel.
9. Keeps the Superintendent promptly informed of matters in the area of financial services, records, and risk management.
10. Performs related work as necessary or assigned.

Accountability for Diversity, Equity, and Inclusion

Three Rivers is committed to creating an environment in which all employees feel valued, included, and empowered to do their best work. We expect our Leadership Team to be visible leaders in creating and fostering a culture of equity and inclusion throughout the organization. They must be committed to continuous improvement and actively demonstrate inclusive and equitable practices in their roles.

Accountability for Supervision

1. Assigns and directs work of full-time, part-time, and seasonal staff as well as contracted program service providers, volunteers, and interns. Coordinates staff to maximize working hours.

2. Effectively recommends hiring, promotion, and transfer of qualified staff in coordination with the Human Resources Department, and determines appropriate training to achieve the desired level of work performance.
3. Defines and explains level of authority delegated to staff so they may perform their assigned duties effectively. Communicates Park District, division/department, and section policies and procedures and the reasons for them to assure that each employee understands them.
4. Creates a work environment that encourages staff to perform to the best of their abilities and holds every employee accountable for results. Consults with Human Resources to address performance matters such as discipline (including oral and written reprimands, suspension, and termination) and complaints before taking corrective action.
5. Evaluates and communicates on a continuing basis the demonstrated performance of staff, and rewards staff, including conducting regular performance appraisals, recommending salary adjustments, and consulting with Human Resources to coach and train staff to improve performance. Responds in a timely manner to employee concerns and adjusts grievances in accordance with Park District policy.

Supervision of Others

Direct supervision: 1 –Finance Manager
 1 – Treasury Manager
 1 – Records Management Technician
 1 – Accountant I

Indirect supervision: 10 – Regular full-time employees including professional and technical employees.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Bachelor's degree in Business Administration, Accounting, or related field and eight years of progressively responsible related experience of which three years were in a management/supervisory capacity. Masters, CPA preferred and governmental accounting preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the Board of Commissioners, Superintendent, department heads and managers, supervisors, employees, and outside agencies such as auditors, regulatory agencies, and investment houses and brokers. Demonstrated excellence in oral and written communication skills and public presentation skills.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts involved in preparing financial projections, such as calculating tax capacity rates, budget projections, and investment strategies. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Working knowledge of governmental purchasing principles and practices.. Working knowledge of computerized financial management systems and their capabilities. Ability to operate personal computers in a network environment using software applications including basic word processing, electronic spreadsheets, purchasing, and financial management software.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms; talk and hear. The employee is occasionally required to stand and walk. The employee will be required to occasionally report to various park locations throughout the western metropolitan area. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.