Chief of Finance

Executive Level Position

GENERAL STATEMENT OF DUTIES: Under the direction of the Director, this position provides executive leadership and is responsible for directing the fiscal and fiduciary responsibility of the Metroparks in accordance with federal, state, and local laws, guidance issued by the Governmental Accounting Standards Board, and other regulatory agencies in accordance with financial management techniques and practices appropriate within the industry.

SUPERVISION RECEIVED: Works under the general direction of the Director. Required to work independently and exercise judgment.

SUPERVISION EXERCISED: Responsible for supervision of the Accounting and Purchasing Departments.

ESSENTIAL DUTIES: The list below is intended to describe the general nature of duties only. Employees shall perform other duties as assigned.

- Provides leadership and direction for assigned departments.
- Provides financial insight for the short and long-range plans in support of the mission and core values of the Metroparks.
- Develops policies, procedures and processes for assigned departments as needed to implement the decisions and policy directives of the Director and HCMA.
- Provides professional advice to the Director and department heads; makes presentations to the Board, civic groups and the general public. Engages the Director on policy matters and communicates information, analysis, recommendations and options for consideration.
- Collaborates with the Director to direct and administer financial operations to achieve full and effective use of personnel, facilities and equipment and to establish a strong productive employee management culture.
- Participates as part of the management team to support employee labor relations.
- Provides clear direction and feedback to department heads and employees and holds them accountable for results.
- Thinks strategically to ensure the financial sustainability of HCMA programs and services.
- Evaluates potential projects, programs and services with executive staff to determine financial feasibility, makes recommendations and reports to the Director.
- Responsible to maintain a fiscally responsible budget.
- Serves as pension trustee and plan administrator for HCMA pension, retiree health care trust and other retirement and health savings plans.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance or a related field, Master's degree preferred. Applicants with 8 or more years of being in a leadership role will be given consideration toward meeting the minimum educational requirements and will be considered for the position.
- Ten years of experience in financial accounting or a related field. Executive leadership experience is preferred.
- Certified Public Accountant (CPA) and/or Certified Public Finance Officer (CPFO) preferred.
- Experience and knowledge of public sector accounting, budgeting, auditing, financial control and financial forecasting methods.

- Knowledge of administrative and clerical procedures, filing and record management systems, computer applications such as word processing, data base programs and spreadsheets, and other office procedures.
- Ability to understand and analyze predictive data modeling and other processes to support decision making.
- Ability to qualify for fiduciary bonding.
- Ability to demonstrate strong leadership, creativity and implement new initiatives.
- Ability to make strategic decisions pertaining to staff, financial management and procedures.
- Ability to effectively delegate authority and responsibility while maintaining appropriate levels of financial accountability.
- Ability to establish and maintain positive working relationships with the Board, the public, outside agencies and employees.
- Ability to work in diverse environments and on diverse interdepartmental teams.
- Ability to work under stressful conditions and varied hours.
- May be required to adjust schedule to meet organizational needs, including special events, evenings, weekends & holidays.
- Ability to perform essential duties.

TOOLS & EQUIPMENT USED: Personal computer including financial, accounting, payroll, data base, scheduling, publishing, spreadsheet, and word processing software; calculator, copy & fax machines; phone, radios, automobile.

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. 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 frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee generally performs work within an office environment. The noise level is usually quiet. Occasionally, the employee will be required to work in outdoor environments and will be subject to weather conditions to include heat, rain, and snow.

SELECTION GUIDELINES: Selection process may include, but is not limited to, any or all of the following: formal application, rating of education and experience, oral interviews, reference check, job related tests, psychological exam, and physical exam to include drug screening. The Director will select and recommend a candidate that will be submitted to the Board of Commissioners for approval.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employee and Huron Clinton Metropolitan Metroparks and is subject to change by HCMA based on the needs and requirements of the organization.