

FULTON-EL CAMINO RECREATION & PARK DISTRICT

DIRECTOR OF ADMINISTRATION AND FINANCE

Job Description

March 22, 2023

ANNUAL SALARY RANGE: \$72,862.40 - \$88,566.40

SUMMARY

Under direction of the General Manager, plans, organizes, manages, and provides administrative direction and oversight for Finance, Human Resources, and Information Technology.

Finance:

Oversees finance functions and activities, including financial reporting, accounts payable and receivable, cash/banking management, procurement, and budget development for the District; assists in coordinating assigned activities with District departments.

Human Resources (HR):

Provides administrative direction and oversight for the Human Resources functions and activities, including employee benefits administration, compensation, payroll, and general HR administration.

Information Technology (IT):

Oversees the District's Information Technology (IT) in conjunction with IT consultants.

Clerk of the Board:

Serves as Clerk of the Board of Directors and performs related work as required.

JOB RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes overall management responsibility for the Finance, Human Resources, and Information Technology functions and activities.
- Plans, directs, and coordinates the Finance, Human Resources, and Information Technology work plan; meets with staff to identify and resolve problems.
- Reviews, develops, and modifies accounting and control methods to improve existing procedures; ensures conformity to policy and regulatory requirements.
- Preparation of various financial statements, records, and reports; ensures compliance with federal, state, and local financial reporting requirements, ensuring the accuracy of fiscal information and data.
- Ensures District compliance with legal and regulatory requirements as they relate to the areas of assignment; makes recommendations for and implements changes in District policies, procedures, rules, and regulations as necessary to remain compliant with federal, state, and local laws, codes, and ordinances.
- Coordinates with the auditor the preparation of external audits; develops and implements policies and procedures relative to auditor recommendations.
- Manages the District's IT function by overseeing technology consultants and contractors.
- Learns and adeptly uses the County's accounting software system called COMPASS, reconciling the County's system against the District's financial records.
- Attends board meetings; provides staff support to the Board of Directors and Board committees.
- Maintains and directs the maintenance of working and official departmental files.

- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Performs other duties as assigned.

Examples of Typical Job Functions

- Prepare and process payroll and related reports for Empower, PARS, the Cafeteria Plan, CalPERS 457 Plan
- Monitor labor laws and changes to ensure District compliance in wages, recordkeeping, and proper employee documentation.
- Prepare monthly financial reports and year end reports for the Board of Directors (AP, A/R, personnel, and financial statement)
- Prepare the annual draft and final budgets for the District in cooperation with all operational department leads
- Manage full-time medical plans as well as CalPERS Retirement, Dental, Long-Term Disability, and Worker's Compensation.
- File all mandatory financial reports and sales tax filings annually with the State of California
- Deal with Workers' Compensation claims and paperwork; includes maintaining proper records, and as needed, communicating with insurance claims, personnel, and health care providers.
- Supervise full-time accounting clerk and part-time office staff; provides training on office procedures, all software.

Knowledge of:

- Methods, practices, and terminology of financial and statistical record; accounts payable, receivable, Human Resources, and payroll practices and procedures.
- Computers and software applications, including Excel, Word, and databases.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in finance, accounting, economics, business or public administration, or a related field is required; Master's degree is highly desirable;

AND

- Five years of relevant work experience, with at least three years in a supervisory capacity.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

PHYSICAL DEMANDS

Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or higher weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance
- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Pre-employment physical

BENEFITS:

- Holidays: 10 paid per year + 3 personal/floating days
- Sick: 15 days per year, accrued
- Vacation: 12 days per year, accrued
- Administrative Leave: 40 hours per year
- Fully Paid Health, Dental, Vision Insurance
- CalPERS Retirement
- Long Term Disability