

## **Director of Finance**

**Salary Range: \$120,000 - \$130,000**

### **MAJOR FUNCTION:**

Reporting to the Executive Director, the Director of Finance is responsible for leading, directing and managing all accounting, budgeting, and financial activity for the Children's Board of Hillsborough County (CBHC).

### **MAJOR DUTIES:**

Note: The following duties are illustrative and not exhaustive. 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. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Oversees the Finance Department which includes the accounting functions, Administrative Services Organization (ASO), and fiscal management of provider contracts.
- Directs financial administration of provider agreements through budget assessments of provider contracts, examination of requests for provider budget modifications, and evaluation of provider proposals from RFP releases.
- Responsible for the annual financial audit and preparation of the annual financial statements.
- Provides the Board of Directors with financial reports.
- Ensures compliance with all financial reporting requirements for local, state, and federal entities.
- Oversees the truth in millage (TRIM) process, and ensures all TRIM deadlines are met.
- Engages in cooperation with department leaders to prepare, monitor, adjust the annual budget, and identify and execute cost-reducing measures.
- Prepares the annual budget and presents the budget to the Board of Directors.
- Leads, coaches and mentors a team of accounting and financial analysis professionals, fostering a culture of high performance and continuous improvement.
- Directs the preparation of and reporting of the financial strategic plan indicators by reviewing and updating financial indicators annually and submitting quarterly reports.
- Responsible for the annual review and update of financial policies and procedures, establishment and maintenance of appropriate internal control safeguards, and providing guidance to department leaders on procedural changes.
- Monitors relevant Florida statute updates to ensure compliance.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of GAAP, GASB, GAAS.
- Knowledge of laws, regulations and procedures regarding receipt and expenditure of public funds.
- Knowledge of applicable State laws dealing with public records and taxation.
- Knowledge of modern accounting and office procedures, including the application of data processing to the maintenance and analysis of fiscal data.
- Knowledge of the principles and practices of public administration.
- Knowledge of financial analysis and budgetary procedures and controls.
- Skilled in verbal and written communication.
- Skilled in analysis, reasoning, and attention to detail.
- Skilled in interpersonal communication and coaching.
- Ability to collect, organize and evaluate data and develop logical conclusions.
- Ability to organize and prioritize work to meet deadlines.

- Ability to interact positively with a variety of personalities internally and externally.
- Ability to maintain strict confidentiality.
- Ability to interpret prepare and edit clear and concise written reports.
- Ability to be a flexible, effective team player.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

- Work is performed in a standard office environment.
- Ability to hear, see, speak, and perceive color, depth, and texture.
- Subject to standing, walking, bending, reaching, stooping, and lifting of objects up to 25 pounds.
- May be exposed to potentially intimidating and/or unreceptive members of the public.

**MINIMUM QUALIFICATIONS:**

A bachelor's degree from a regionally accredited educational institution focused on accounting or a closely related field, with a current Certified Public Accountant (CPA) credential and a minimum of ten (10) years of progressively relevant leadership and management experience.