



## **JOB DESCRIPTION: DIRECTOR OF FINANCE/ADMINISTRATIVE SERVICES**

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### **BASIC FUNCTION**

Under the administrative direction of the Executive Director, plans, organizes, directs and supervises staff and activities involved in the financial and personnel matters of the Coachella Valley Association of Governments (CVAG), the Coachella Valley Conservation Commission (CVCC) and Desert Community Energy (DCE).

### **REPRESENTATIVE DUTIES**

Responsibilities may include, but are not limited to, the following:

#### Cash Flow Management / Investment of CVAG's Funds

- Maintain diversification of CVAG's Investment portfolio to accomplish the Investment goals of CVAG as outlined in CVAG's adopted Investment Policy and to comply with Government Code Section 53600:
  1. Safety - Preservation of the public's funds so that necessary public projects and programs can be constructed and managed;
  2. Liquidity - Assure sufficient liquidity to meet daily cash flow needs; and
  3. Yield - Obtain the maximum investment yield consistent with 1 & 2.
- Maintain cash liquidity to meet the cashflow needs of the Coachella Valley's Regional Arterial Program, as well as CVAG's day-to-day operating needs.
- Prepare the Regional Arterial Capital Improvement Plan through FY 2028/29.
- Cooperate with appropriate financial personnel in other agencies in development of financial instruments to finance transportation development projects, as needed.
- Meet debt service requirements of the Regional Arterial Program.

#### Oversee and Coordinate the Annual Budget Process

- Develop and review initial Budget and Workplans with Department Directors in January and February.
- Prepare and compile Preliminary Payroll and Membership Dues in February. Review with CVAG Administrative/Personnel Committee in March.
- Present Proposed Draft Budget and Workplans to the CVAG Finance Committee in May. Revise Budget and Workplans to include changes requested by the Finance Committee.

- Revised Proposed Budget and Workplans are presented, for recommendation to Executive Committee in early June and for adoption by the General Assembly at their annual June meeting.
- Mid-Year Budget Review, if needed, is completed “In-House” in January. Reviewed by the CVAG Finance Committee and Executive Committee in February.

#### Financial Reporting

- Prepare quarterly investment and expenditure reports for CVAG’s Executive Committee.
- Prepare Contract Status Reports every-other- month.
- Provide tools to facilitate departmental control of budgeted amounts.
- Provide accurate cost accounting and billing for all CVAG funding sources (CVAG is funded more than 95% by grants and/or outside funding).
- Supervise the timely and accurate completion of CVAG’s financial transactions, including Receivables, Payables, and Payroll.
- Work with the Riverside County Auditor/Controller’s office, the Riverside County Treasurer and the Riverside County Transportation Commission (RCTC) to ensure that financial transactions related to CVAG are properly maintained and recorded.
- Manage a system to administer the financial aspects of the Transportation Uniform Mitigation Fee (TUMF) ensuring that the requirements of AB1600 are met.
- Manage a system to administer the financial aspects of the Coachella Valley Regional Arterial Program ensuring that the requirements of Measure “A” are met.
- Prepare the annual State Controller’s Report, as required by law.
- Assist all CVAG Departments with grant administration.
- Assist with CVAG contract administration.
- Present proposed CVCC Draft Budget to the CVCC Finance Committee in May and for adoption to the Commission in June.

#### Annual Audits

- Report results of independent audits to Executive Committee and the CVAG Finance Committee.
- Facilitate outside audits of CVAG programs by independent auditors.
- Facilitate completion of “Single Audit” as required by Federal law.

#### Management and Protection of CVAG’s Assets

- Maintain CVAG’s financial accounting system.
- Develop policies and procedures to ensure efficient use of taxpayer dollars and to protect CVAG’s assets.

- Evaluate CVAG's need for facilities, insurance, etc.
- Assist in the implementation of policies to improve CVAG's Risk Management.
- Responsible for maintenance and disposal of surplus equipment and furniture.

### Personnel

- Maintain personnel files, salary adjustments and employee training activity; and oversee the tracking of employee evaluations, and employee job descriptions.
- Responsible for making sure CVAG is in compliance with State/Federal regulations regarding personnel matters and posting required notices.
- Oversee the advertising and interviewing of prospective employees and responsible for assuring the hiring process is completed in compliance with policies and regulations.
- Responsible for making changes to CVAG's Personnel Rules and Benefits Manual and any other legal documents (i.e. Joint Powers Agreement, By-Laws, Implementing Agreement, etc.) as needed.
- Maintain Worker's Compensation files/claims assuring the proper process is followed by both the employee and CVAG.
- Administer employee benefits (i.e. medical, dental, vision, short term disability, long term disability, life insurance, PEBSICO, PERS, etc.).
- Administration of time sheets and records pertaining to the earning and use of vacation, sick leave, holiday, administrative leave and comp time.
- Responsible for facility maintenance (i.e. security system, facility improvements, janitorial management, storage inventory, etc.).

### **DESIRABLE QUALIFICATIONS**

Knowledge of and experience in modern accounting principles, practices, methods, recordkeeping systems and auditing standards; ordinances, resolutions and laws affecting public sector financial operations; principles and practices of public sector finance administration; principles of public administration including budgetary practices; principles and practices of data processing and its applicability to accounting and municipal operations; methods and procedures related to governmental purchasing; modern principles and practices in treasury management; municipal debt administration.

### **ABILITY TO**

Deal effectively with staff, city/county officials and the public; communicate effectively, both orally and in writing with both peers and lay people in the field of finance; plan, organize, direct, supervise and execute CVAG's financial operations; analyze and interpret fiscal and accounting records and data; devise and implement improved accounting and recordkeeping procedures and systems; assist the Executive Director in the preparation and control of CVAG's budget; relate to the cities' and County's Finance Directors as a respected equal; prepare accurate financial and

statistical reports; supervise and train subordinate personnel; use modern data processing equipment to fulfill objectives; computer literate and experienced with Microsoft Office Suite, work tactfully and courteously with people; function well in a team management environment.

**MINIMUM QUALIFICATIONS**

A Bachelor's Degree or be a Certified Public Accountant, plus five years of progressively responsible accounting and financial experience.

**LICENSES AND CERTIFICATES**

Valid California Driver's License.

**CLASSIFICATION**

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