

HAMPTON ROADS WORKFORCE COUNCIL - JOB DESCRIPTION

Job Title:	Senior Director, Finance
Reports to:	Chief Financial Officer
General Classification:	Administration Pay Band: Senior Director
Employment Status:	Full-time, Exempt
Last Review:	July 1, 2022

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the development, leadership, supervision and oversight of the Council's Finance Department, including the Accounting, Payroll, Procurement, and Budgeting functions. The position performs complex professional work in preparation and maintenance of financial records which comply with generally accepted accounting principles and practices and applicable Workforce Innovation and Opportunity Act (Public Law 113-128) of 2014 regulations, other grant requirements and all federal, state or local laws and regulations. Responsible for calculations, postings, analysis, and verification duties used in the preparation of complex financial and statistical data for the development of program budgets and reports and maintenance of accounting records. The position reports to Chief Financial Officer.

ESSENTIAL JOB FUNCTIONS

- Provides leadership and strategic direction for determining priorities, goals and objectives of the Council's Finance Department; plans, organizes and coordinates complex project activities.
- Review invoices from subcontractors and/or training providers to ensure consistency, budget compliance and proper documentation, and makes recommendations for payment.
- Supervises Accounting Specialist.
- Provides support and technical expertise to the Human Resources Coordinator in the administration of employee benefits.
- Maintain subsidiary ledger for all contracts and training obligations as necessary.
- Prepare monthly subcontractor reports reflecting year to date expenditures.
- Reconcile monthly status reports with general ledger accounts and subcontractor close out reports.
- Ensures the monthly reconciliation of bank statements and reconciliation of other third-party transaction reports as needed.
- Oversees the preparation of Council Payroll, recommends approval and approves entry of payroll transactions into accounting records.
- Performs research and analytical reviews of all Programs and subcontractors. Responsible for serving as a liaison in financial matters to subcontractors and providing related technical assistance as needed.
- Verifies the correctness of accounting/budget data and appends initials or signature designating approval.
- Monitors cash flow and responsible for making cash projections/requests to maintain stable program operations.
- Compiles budget information from all program operations and researching various accounting reports and finance records.
- Enters, updates, and retrieves information in the financial system as needed. Develops and

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- prepares reports such as Quarterly and End of Year Fiscal Summaries.
- Responds to inquiries on fiscal procedures and policies; performs research on a variety of questions that are policy or procedurally related; and prepares standard operating procedures and related guidance and correspondence.
- Performs file and program maintenance at the end of the fiscal year and as necessary during the fiscal year.
- Reconciles all funds and account groups to ensure program expenditures agree with general ledger postings. Maintains subsidiary schedules and ledgers as needed and reconciles to the general ledger. Prepares and recommends journal entries as needed.
- Reviews, analyzes and verifies accounts; identifies, researches and resolves inaccuracies for internal accounting systems and accounts for subcontractors.
- Analyzes, compiles and prepares financial data for use in tables, reports and other financial publications. Checks financial statements and reports for completeness, accuracy and validity.
- Prepares all necessary material for the conduct of the annual audit. Acts as principal point of contact during all financial reviews by auditors, and state, and federal monitors.
- Ensures the maintenance of all capital equipment and other property
- Implements and monitors all new financial accounting and reporting standards by assessing the impact on financial accounting operations and reporting, ensures all impacted city personnel receive training and guidance, recommending changes to accounting systems, and ensuring compliance of external auditors.
- Ensures that purchasing and financial transactions are properly conducted and recorded in accordance with the Council's administrative policies and procedures.
- Perform related tasks, as assigned.

SUPERVISORY RESPONSIBILITIES

Supervise personnel as may be assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Directors' Vision, Mission and Values. Senior level employees are also expected to lead by example and demonstrate the highest level of energy, ethics and professional decorum.

REQUIRED KNOWLEDGE

Knowledge of the theory, principles, methods and practices of accounting; knowledge of the principles of governmental accounting; knowledge of modern office methods, practices and equipment; ability to prepare, analyze and evaluate complex financial systems; ability to establish and maintain effective working relationships with others; ability to express technical ideas effectively, orally and in writing.

REQUIRED SKILLS

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.

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- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

REQUIRED ABILITIES

- Financial Management- Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.
- Communication - Excellent ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to listen and understand information and ideas being presented verbally and in writing.
- Time Management - Ability to plan and organize daily work routine; establish priorities for the completion of work in accordance with sound time-management methodology. Ability to plan and coordinate multiple projects and activities with broad scope and breadth. Understands and comfortably navigates the multi-disciplinary nature and broad reach of the public workforce development arena. Must be able to multi-task in a dynamic and ever-changing operating environment.
- Coordination and Collaboration - Equally comfortable working as part of a inter or intra agency team. Works well in a collaborative, open and collegial partner and stakeholder centric ecosystem. Coordinates with other managers, project leads, partners and staff, as needed, to fulfill project objectives.

EDUCATION AND EXPERIENCE

Requires a bachelor's degree in accounting or closely related field, 3-5 years of accounting experience, financial management of government funded grants is preferred or equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage will be compensated by a monthly travel allowance per agency policy.

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PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or workstation.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.

Employee Name: _____ Date: _____

Signature: _____