



OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Child Care
Tribal TANF, Career Education
2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

POSITION TITLE: Director of Finance
CLASSIFICATION: Exempt
DEPARTMENT: Finance
LOCATION: Bishop
SUPERVISOR: Executive Director
SALARY: \$ 99,000.00 to \$161,260.57 per year

Position Summary:

Under limited supervision of the Executive Director, is responsible for all financial and fiscal management for OVDC. Provides leadership and coordination in the administrative, business planning, accounting and budgeting efforts of OVDC. Oversees the management of the day-to-day operations of the financial and related functions of the organization. Ensures that all accounting and financial operations are executed in accordance with the system of internal controls, and all applicable tribal, state, and federal regulations and in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards. Maintains strict confidentiality of privileged information.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Oversees financial and accounting system controls and standards and ensures timely financial and statistical reports; advises the Executive Director and the Board of Trustees with respect to financial reporting, planning, practices, financial stability and liquidity and financial growth.
- Oversees the overall financial results of OVDC including strategic planning, operations, investment portfolios and cash management.
- Develops financial strategies as well as performance measures that are consistent with OVDC's strategic goals and financial objectives.
- Maintains relationships with financial institutions and the investment community.
- Establishes major economic objectives and policies; directs the preparation of reports that detail OVDC's financial position in the areas of income, expenses, and earnings based on past, present and future operations.
- Ensures effective internal controls, optimum efficiencies, improvement of processes, and compliance with Generally Accepted Accounting Principles.
- Prepares and reviews preforms and budgets of new and existing operations; recommends annual budget for Board approval; achieves the financial objectives of the organization by exercising control and implementation over the budgetary processes of all facilities and capital budgets.
- Reviews activity reports and financial statements to determine progress and status in attaining objectives; revises objectives and plans in accordance with current conditions.
- Oversees and ensures all financial reporting requirements are complete to funding, state, and federal agencies.
- Assists operational management and prepares financial reports and analysis. Presents before the Board of Trustees as requested.

- Oversees the Finance Manager and Contracts Administrators; increases effectiveness by orienting, training, coaching, counseling, and disciplining subordinate employees; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.
- Contributes to the organization's effectiveness by offering information and opinion as a member of the executive management team; integrating objectives with other functions; accomplishing related results as needed.
- Hosts periodic staff meetings to ensure accurate and effective communication.
- Stays abreast of new technologies and principles by conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's degree in Accounting, Fiscal Management, Business or related area or is a certified public accountant plus ten years progressive work experience in governmental and fund accounting, auditing, finance and computerized accounting, Master's Degree preferred; five years in a supervisory capacity; Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen and background investigation including credit history.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of management accounting, finance, and business administration.
- Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of managerial and statistical analysis techniques and reporting procedures.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of Office of Management and Budget circulars applicable to Federal and Tribal grants/awards, including but not limited to the Uniform Guidance.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, presentation software (such as PowerPoint), and PC-based computerized accounting software.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to create and present effective financial reports, speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to manage a number of priorities simultaneously.
- Ability to interpret applicable federal, state, tribal, county, and local laws, regulations, and requirements.
- Ability to ensure user compliance with the requirements of the contracts and grants.

Physical Demands:

While performing the duties of this job, the employee is may be required to sit for prolonged periods, walk; stand; use hands for dexterity of motion; stoop, bend, kneel or crouch, and have normal auditory and verbal communications skills. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work will be required. Tight time constraints and multiple demands are common. Extended hours and irregular shifts may be required. Travel will be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVCDL pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.