



# Finance Division Manager

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<b>Classification:</b> Program Manager III	<b>Reports to:</b> CRESA Director
<b>Division:</b> Administration	<b>Direct Reports:</b> 3-5 staff includes Accounting & Public Records & Office Staff
<b>FSLA:</b> Exempt	<b>Salary Range:</b> 831

This position manages the Finance and Accounting functions for the Agency and also the Public Records functions. The position's key role is to support operations of the Agency and other Divisions as it pertains to overall finance and accounting. Job responsibilities involve complex budgeting, financial reporting, program management, development and implementation. This position interprets, monitors, adjusts and implements policies and procedures; provides supervision and direction to administrative staff; works independently and uses considerable discretion. Work is performed under general direction of CRESA's Director.

## Essential Job Functions

Must be able to perform the following essential job functions with or without reasonable accommodation:

- Manage and provide leadership of the division which involves the full range of daily and long-term activities related to the Agency's Finance, Accounting and Public Records.
- Manage the organization, staffing, and operational activities for the assigned accounting programs including accounts payable, accounts receivable, payroll, grants, budget, and reporting issues.
- Plan and manage long and short term budgetary needs for the agency; documents and presents budgetary and expenditure proposals; monitors expenditures and department performance against the approved budget and general cost-effectiveness standards; ensures that fiscal policies, procedures and records are consistent with Federal, State and County requirements and contemporary accounting standards.
- Prepare annual financial reports for CRESA; research, analyze, and evaluate statistical information and trends; monitor and approve accounting input and output. Conduct special projects as assigned.
- Develops and manages account payable and receivable, Governing Board correspondence, purchasing and supplies, contracts, administrative files and records, customer service activities and others.
- Prepare and present information including staff reports, requests for proposal, decision packages.
- Recommend, develop and implement program and policy changes. Establish and implement program objectives, policies, procedures, job assignments, staff authority, priorities and quality assurance.
- Develop and maintain excellent working relationships with all staff, CRESA Board and CRESA Finance Committee, user agencies, the public, etc.
- Provide effective management and leadership of direct reports within the Accounting, Public Records, Finance and Administrative areas.
- Leads and participates in the Agency's Finance Committee.
- Agency delegate for WCIA (Washington Cities' Insurance Authority).
- Serves as the focal point for the Agency for insurance liability and property damage.
- Perform sensitive and confidential duties in the course of work or on behalf of the Agency Director.
- Serve as acting Director in the Agency Director's absence, as assigned.
- Attend conferences, conventions or other various meetings and trainings to stay up-to-date on trends in government accounting and public records.
- Serve as a liaison with Clark County Auditor's Office, Treasurer's Office, other County Agencies, user agencies, stakeholders and the community regarding the Agency's Financial and Accounting Duties.
- Participate as needed during emergencies, including emergency operations center activations.
- Performs related duties as assigned.

## Qualifications



- Bachelor’s degree in Accounting or Finance or related field
- Certification as a CPA (Certified Public Accounting) is desirable
- Minimum of 5 years of progressively responsible accounting or financial management experience, including program operations and fiscal oversight.
- Successfully pass pre-employment reference and criminal history checks.
- Any combination of education and experience that provides an applicant with knowledge, skill and ability to successfully perform the job will be considered.

**Knowledge of:** contemporary management theories, practices and techniques in accounting and finance; relevant financial and legal requirements; computerized financial reporting and management information systems; principles of budget preparation and control. Principles and practices of financial analysis; research and report preparation; operational characteristics, services, and activities of assigned program; modern and complex principles and practices of accounting; principles of budget preparation and control. Principles, practices and techniques for public sector organizations, including accounting, budgeting, purchasing, management and public record maintenance, principles of supervision, training, and performance evaluation. Project management principles and practices, including research, analysis and development. Relevant laws and regulations. Principles and practices of sound business communication and administrative technology.

**Ability to:** plan, direct and effectively supervise the work of support staff; develop and maintain effective working relationships at all levels within and outside of the department. Manage multiple financial programs and projects; coordinate the activities of a variety of County service areas in the preparation of comprehensive financial reports; analyze, document, and modify automated financial computer programs and systems; understand and interpret financial information; use computerized financial reporting systems; select, supervise, train, and evaluate staff; interpret and explain County accounting and financial policies and procedures; prepare clear and concise reports; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of County and other government officials, community groups, and the general public. Accurate and complete financial statements and reports from accounting data; maintain a variety and financial records and files; understand and interpret the functions of an automated accounting system. Define issues, analyze problems, evaluate alternatives and develop sound and recommendations. Organize, set priorities and exercise sound independent judgment within areas of responsibility. Understand, interpret, apply and explain relevant policies, procedures, laws and regulations. Prepare clear, concise and comprehensive reports and materials. Establish and maintain positive, proactive and professional working relationships at all levels. Communicate effectively and present information clearly, logically and persuasively. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.

**Physical / Sensory Requirement:** the following characteristics describe the most common ways this position’s essential functions and job tasks are performed. Any incumbent or candidate for this position must be able to perform the essential functions and job tasks with or without reasonable accommodation.

Sight and Vision	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <li>• <i>Close / Fine Visual Acuity.</i> Differentiate and comprehend visual effects of subtlety or precision.</li> </ul>	Daily	Important
<ul style="list-style-type: none"> <li>• <i>General Visual Acuity.</i> Differentiate and comprehend visual effects of general size, shape and distance.</li> </ul>	Daily	Important
Hearing	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <li>• <i>General / Broad Hearing.</i> Differentiate and comprehend:               <ul style="list-style-type: none"> <li>○ Audio effects or noises (ambient or intrusive) of pitch, volume or tone within the ‘normal range’</li> </ul> </li> </ul>	Daily	Important
<ul style="list-style-type: none"> <li>○ Voices (ambient or intrusive) in face-to-face settings, in groups with multiple speakers, over the phone, by radio, etc. of pitch, volume or tone within the ‘normal range’</li> </ul>	Daily	Important



o Verbal speech, language, accents and vocal sounds including the subtleties of speech communication such as intonation, inflection, emphasis and nuance.	Daily	Important
<b>Speech</b>	<b>Frequency</b>	<b>Criticality of Requirement</b>
• <i>General Speech.</i> Communicate orally; express thoughts and emotions by word, sound and gesture.	Hourly / Constantly	Very Important
<b>Touch</b>	<b>Frequency</b>	<b>Criticality of Requirement</b>
• <i>Basic Repetitive Hand / Arm Motion.</i> Make regular movement (motion) of wrist, hand, fingers, elbow, shoulder, etc. to type, use computer mouse, etc.	Hourly / Constantly	Very Important
• <i>Reach.</i> Stretch or extend hand, arm, foot, etc. away from body to touch or meet another object.	Hourly / Constantly	Very Important
• <i>Grasp.</i> Seize and hold object with fingers, palm, arms.	Daily	Important
• <i>Lift.</i> Move object upward to a higher position; hoist. Typical weight lifted does not exceed 10 lbs.	Weekly / Monthly	Slightly Important
• <i>Push / Pull.</i> Exert force to move objects towards or away self. Typical pressure doesn't exceed 20 lbs.	Weekly / Monthly	Slightly Important
<b>Physical Coordination</b>	<b>Frequency</b>	<b>Criticality of Requirement</b>
• <i>Sit.</i> Remain in seated position to accomplish work.	Hourly / Constantly	Important
• <i>Stand.</i> Remain in upright position, motionless or steady on the feet to accomplish work.	Weekly / Monthly	Slightly Important
• <i>Walk.</i> Move about or travel on foot to accomplish work.	Daily	Important
• <i>Drive.</i> Operate a motor vehicle to get oneself or others to and from various work locations.	Weekly / Monthly	Slightly Important
<b>Working Memory</b>	<b>Frequency</b>	<b>Criticality of Requirement</b>
• <i>Audio Memory.</i> Retain and retrieve information gained via audio sources.	Hourly / Constantly	Very Important
• <i>Visual Memory.</i> Retain and retrieve information gained via visual sources.	Hourly / Constantly	Very Important
<b>Comprehension</b>	<b>Frequency</b>	<b>Criticality of Requirement</b>
• <i>Rapid Comprehension &amp; Application.</i> Grasp meaning, nature, or importance of information, then quickly and correctly apply knowledge to work or situation.	Weekly / Monthly	Very Important
• <i>Complex Comprehension &amp; Application.</i> Grasp the meaning, nature, and importance of complex, ambiguous or difficult information, and correctly apply knowledge to work or situation.	Weekly / Monthly	Very Important
<b>Environmental Working Conditions</b>	<b>Frequency</b>	<b>Criticality of Requirement</b>
• <i>No Substantial Hazards.</i> Position is not substantially exposed to adverse environmental conditions.	--	--
<b>Level of Physical Activity</b>	<b>Frequency</b>	<b>Criticality of Requirement</b>
• <i>Sedentary Work.</i> Work primarily requires exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking or standing are required only occasionally and all other sedentary criteria are met.	Hourly / Constantly	--

**EQUAL OPPORTUNITY EMPLOYER**

CRESA is an equal opportunity (EEO) employer and does not unlawfully discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, marital status, disability, genetic information, veteran status or any other basis prohibited by federal, state or local law. Recruitment processes are conducted to ensure open competition, equal employment opportunity and prohibit discrimination. Women, minorities, veterans, and persons with disabilities are encouraged to apply. CRESA will provide reasonable accommodation for persons with disabilities during the selection process if requested. Applicants are responsible to notify the Human Resources Manager of the accommodation needed at the time of application or at least two days prior to the date needed. For an alternate format of this information, contact ADA Compliance Office: (360) 992-9205. Washington Relay Service – 7-1-1 or (800) 833-6368

**IMMIGRATION LAW NOTICE**

Only U.S. Citizens and aliens lawfully authorized to work in the United States will be hired. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

