

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Finance Director
Department: Administration
Reports To: Executive Director
FLSA Status: Exempt
Job Level: Level 48 - \$68,689.02 (Min) to \$85,861.28 (Max)

SUMMARY

Under the direction of the PARA Executive Director, the Finance Director directs financial activities for the Tuscaloosa County Park & Recreation Authority. This position assists with annual operating and capital budget preparation. It coordinates purchasing and inventory control and manages contracts and leases. It oversees the daily operations of the Accounting Office, including but not limited to Tax Reporting, Financial Statement Preparation, Payroll, Accounts Receivable and Accounts Payable to ensure work is performed accurately and timely. It conducts internal financial inspections of various PARA offices, facilities and programs to insure proper monetary procedures are being followed PARA-wide.

ESSENTIAL FUNCTIONS

Directs the PARA budget preparation process for presenting the annual budget request to our funding governments

Reviews budget proposals by Division Heads and prepares necessary supporting documentation and justification based on statistical studies and analyses of past and current years

Reports financial information to various PARA boards and sub-committees

Provides assistance to independent auditors with annual agency audits

Submits reports to the director with recommendations for annual budget and/or revisions

Reviews budgets to analyze trends affecting budget needs and to facilitate long term planning

Works with Division Heads to ensure budget adjustments are made in accordance with program and service changes

Attends public ceremonies, events, celebrations and hearings as a PARA representative

Determines method of procurement such as direct purchase or bid and ensures PARA follows the proper procedures to comply with state of Alabama purchase & bid law

Oversees Purchase Order System including preparation of purchase orders & invoices

Oversees construction budgets and stores records of construction documents

Negotiates contracts or leases within budgetary limitations and scope of authority and reviews them periodically to keep all contracts and leases current

Keeps files of all contracts and leases for the entire organization

Maintains inventory listing of all assets including furnishing, vehicles and equipment owned or leased by Tuscaloosa County Park & Recreation Authority

Advises management about insurance coverage for protection against property losses and potential liabilities

Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts or journal entries

Analyzes financial information detailing assets, liabilities and capital outlay and prepares timely monthly and year-end financial statements based on past, present, and expected operations

Summarizes current and projected company financial positions

Establishes relations with banks and other financial institutions to give recommendations for maximizing investments for Tuscaloosa County Park & Recreation Authority

Interprets non-profit tax laws and regulations to the public as requested

Oversees the daily operations of the Accounting Office

Establishes, modifies, documents and coordinates accounting control procedures

Leads and serves on various in house committees within the PARA Organization

Work is performed under general supervision of the Director and is evaluated primarily on the basis of results achieved

Adheres to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook

Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This position will directly supervise the support staff in the accounting office. This position is responsible for the overall direction, coordination and evaluation of this unit. This position carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year accredited college or university in commerce and business administration is highly preferred as well as 4 years of work related experience or equivalent combination of education and experience. Accounting major or business major with strong accounting education/background preferred.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess or have the ability to possess a valid Alabama Driver License and have an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Work Place".

All employees are subject to random drug screens.