

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: CHIEF FINANCIAL OFFICER

REPORTS TO: CHIEF EXECUTIVE OFFICER

JOB CLASS: EXEMPT

LOCATION: DOVER OFFICE

PURPOSE: The purpose of this position is to direct, coordinate, and supervise the Financial Services Group of the Authority. This class is responsible for policy and performance of investments, credit, financial performance, risk management, and financial reporting. This position develops and implements policies, procedures, standards and systems for the operational and fiscal areas and monitors performance to ensure effectiveness and efficiency of the programs.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Develops investment policy and communicates to the related banking authority the desired goals of the Authority funds investment strategy in line with future cash flow needs.
- Directs the financial policies of the Authority and reviewing these policies periodically to maintain consistency with the overall Authority operational goals and strategies.
- Develops annual budgets and forecasts by operational segment (approx. 30-40) and in total including capital expenditures. Preparation and presenting of the resulting budget to the Board of Directors for review and approval. Supervise and develop the supporting staff of the Financial Services Group in efforts to accomplish the goals set forth currently and provide a platform for future growth within the Authority for the staff consistent with their individual goals and abilities.
- Monitors and directs the management of the accounting systems in place while also reviewing these systems for required changes as operational and reporting goals change. Coordinates with external auditors for annual reporting in compliance with Government Accounting Standards Board and Financial Accounting Standards Board requirements.
- Manages all insurance programs in efforts to ensure adequate protection of Authority assets and minimize exposure.
- Communicates with the CEO and COO with regard to financial performance of the Authority.

- Develops and maintains long term forecasting beyond annual budgets and immediate forecasts to allow for long-term operational planning and revenue anticipation related to various scenarios.
- Monitors ongoing cash flow trends and reviews credit and collections policies as needed.

ADDITIONAL DUTIES; Serves as the main point of contact for all state related filing requirements or other situations where a financial related point of contact is required. Coordination of activities of the Administrative Affairs Committee of the Board of Directors on a monthly basis is also a requirement of the position. Directs and manages staff in the negotiation, review, modification, approval, and monitoring of contracts. Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with at least a bachelor's degree in accounting or business administration.

Twenty (20) years of progressive experience in accounting or auditing, 5 of which shall have been at the full performance level, including supervisory experience;

Or

Fifteen (15) years of progressive experience in accounting or auditing, 4 of which shall have been at the full performance level, including supervisory experience plus a CPA, CMA, or MBA.

Ability to communicate complex financial and accounting issues in both oral and written form. Ability to communicate known global policies of the Authority and accounting rules and regulation to staff members. Comprehend and stay current on all applicable accounting rules and regulations. Ability to communicate verbally or in writing to executive level staff members as required but also maintain strong communication skills with supporting staff. Maintain a working knowledge of terminology and common practices in various professional fields (insurance, legal, etc.) that are common areas of input requirement from the CFO. Ability to understand the balance between financial accounting and the nuances of external operational considerations.

Physical Requirements:

This position requires standing, sitting, reaching with hands and arms, talking or hearing.

This position requires close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

This position risks exposure to indoor environment.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.