

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

APRIL 8, 2009

TITLE: CHIEF FINANCIAL OFFICER
REPORTS TO: CHIEF EXECUTIVE OFFICER
JOB CLASS: EXEMPT
LOCATION: DOVER OFFICE

PURPOSE:

To direct, coordinate, and supervise the Financial Services Group of the Authority. Responsible for the policy and performance of investments, credit, financial performance, risk management, and financial reporting. Develops and implements policies, procedures, standards and systems for the operational and fiscal areas and monitors performance to insure effectiveness and efficiency of the programs.

JOB DUTIES:

- * Develop investment policy and investment of Authority funds and manages cash flows.
- * Responsible for directing financial policies of DSWA.
- * Develops annual budgets and forecasts, including capital expenditures.
- * Supervises the accounting services group.
- * Directs the management of the accounting system.
- * Directs the financial reporting process.
- * Provide oversight of compliance with principals as promulgated by the Government Accounting Standards Board and the Financial Accounting Standards Board.
- * Coordination with internal and external auditors.
- * Provides CEO and COO timely reports on revenues and expenditures.
- * Manages all insurance programs.
- * Communicates with the State's financial offices regarding DSWA activities.

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- * Manages DSWA Bond Issues and other credit facilities.
- * Directs and manages multidisciplinary teams in the development of plans, goals, objectives, policies, and procedures for completion of special projects, such as revenue maximization.
- * Directs and manages staff in the negotiation, review, modification, approval and monitoring of contracts.

Develop, maintain and monitor all Authority investments.

Responsible for cash flow on a regular, consistent basis.

Prepares and presents annual budgets with assistance from Accounting Group and other Managers.

Assists in preparing the Capital Improvement Program.

Assists in preparation of the State Plan.

Provides input on the development of bidding documents, contracts and proposals.

Establishes and maintain all insurance contracts.

Directly supervises the Controller.

Coordinate activities of the Administrative Affairs Committee of the Board of Directors.

Coordinates (with the Auditors) Audit Reports and Audit Management letters.

Prepares requested and routine Management Reports and analyses.

QUALIFICATIONS:

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, five (5) of which shall have been at the full performance level, including supervisory experience;

Or

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

Relevant experience with automated accounting systems is required.

Comprehensive knowledge of GAAS and GAAP.

Ability to communicate complex financial and accounting issues in both oral and written form.

Experience with investment management and credit facilities is required.

* Denotes essential functions of the job