

Okeechobee Utility Authority
Job Description

JOB TITLE: **Assistant Finance Director**

SUMMARY:

This position performs highly responsible professional and administrative work. The employee in this position is responsible for assisting in planning and directing financial and administrative functions to ensure the integrity of financial transactions and the reliability of the financial, budgetary and management systems. Manage the Human Resources; including such functions as: Recruitment, Fringe Benefits, Position Classification and Compensation, Rules and Regulations, employee training and development, employee records, employee counseling.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include, but are not limited to, the following:

Directing and coordinating activities of the Finance Department.

Assists the Executive Director in formulating and administrating organization policies.

Assists the Finance Director and Executive Director in overseeing and coordination of functions associated with Finance and Accounting, Customer Service, Human Resources, Operational Services and the Annual Audit.

Responsible for timely, clear and concise written and oral communications of company business; employee evaluations; and professional development of employees.

Assists in the review and implementation of financial controls to ensure the integrity of the financial and management systems.

Assists the Executive Director in management of grant records and funding.

Responsible for authorizing, approving, reviewing, filing and dissemination of Federal and State tax forms prepared by OUA or its vendors, including the W-2, 941, 1094-C, 1095-C, State UCT6 and OSHA forms.

Assists in the review and coordination of Departmental budgets.

Assists in the development of company-wide policies and procedures.

Assists in the administration of the classification and compensation plan and conducts salary surveys and fringe benefit studies.

Administer health, life, long-term disability and other benefit contracts. Responsible for coordinating annual open enrollment process for employee health insurance and any other employee benefit contracts.

Assists employees with health and accident insurance problems and acts as liaison between employees and insurance carrier.

Composes correspondence to employees, retirees and applicants regarding a variety of personnel matters.

Manages communication concerning employee fringe benefits (vacation, sick leave, holiday, breaks, wellness program, retirement, insurance, life, long-term disability) between benefit providers, employees and retirees.

Accountable for the maintenance of all official personnel records, and the development of forms, systems, and procedures.

Supervises employees in the finance and customer service departments.

Assists in the maintenance of the overall personnel program to include report preparation, record keeping, file maintenance and development of policies and procedures. Performs exit interviews as required.

Reviews, advises, approves, and directs disciplinary actions for all employees to be sure such actions are fair, reasonable, and consistent with past actions and in conformance with established Board-approved Personnel Rules and Regulations.

Maintains, composes and drafts changes to OUA Personnel Manual.

Advise department heads and employees on the personnel policies and procedures.

Liaison with vendor that provides information technology services.

SUPERVISORY RESPONSIBILITIES:

Identifies and resolves problems and inconsistencies, determining appropriate corrective procedures. Determines work procedures, prepares work schedules, and expedites workflow. Maintains harmony among workers and resolves grievances. Directly supervises employees in the Financial Department. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Collects and researches data; Uses intuition and experience to complement data.
- Design – Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; encourages others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Change Management - Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others. Accepts feedback from others.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions. Aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.
- Initiative – Volunteers readily; Seeks increased responsibilities; Takes independent actions and calculated risks; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

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 with an accounting major; or a minimum of four to ten years of progressively responsible high-level public/private, managerial and administrative experience in accounting, finance, auditing or any equivalent combination of education, training and experience. A valid State of Florida driver's license is required.

LANGUAGE SKILLS:

Ability to read, analyze and interpret financial reports, legal documents, technical procedures and governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fraction, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Payroll systems; Spreadsheet software and Word Processing software.

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 sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 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 moderate.