



**CONFIRE**

# **Finance/Administration Director**

## **SALARY RANGE**

(Up to \$226,370)

### **DEFINITION:**

Under general administrative direction of the Executive Director, manages and coordinates the diverse and complex budgetary and financial activities for CONFIRE; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

This single position class reports directly to the Executive Director and is characterized by the responsibility to develop, manage, and coordinate the financial operations and fiscal policies and procedures of the CONFIRE. It is distinguished from other financial positions in the CONFIRE by its responsibility for CONFIRE finances and the development of the CONFIRE Budget.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

1. Manage and coordinate CONFIRE fiscal operations, which include, but are not limited to, the functions of budgeting, fiscal control, accounting, purchasing, and contract administration; develop, modify, and interpret related policies and procedures and make recommendations for appropriate changes.

2. Oversee the staff and activities of the Finance/Administration Division through subordinate staff; select, train, evaluate and discipline staff; explain new policies, procedures, methods and systems; serve as a reference for substantial problems.
3. Supervise the preparation of the CONFIRE budget; assist and advise departments in the preparation of annual departmental budgets; review, analyze, and prioritize budget requests; review justifications and approve requests; and prepare the final budget package.
4. Oversee or perform economic forecasting and development of short- and long-term financing plans, methods, and sources; oversee the analysis of revenue and expenditure projections, capital projects, and financial resource management.
5. Analyze local, state, and federal programs and legislation to evaluate impact on CONFIRE finances and operations; make projections and recommendations for appropriate actions and related policies.
6. Resolve difficult problems with CONFIRE departments, member and contract agencies, and other governmental agencies.
7. Oversee the preparation of complex fiscal analysis and management reports, which provide timely statements of CONFIRE's fiscal condition to the Executive Director.
8. Initiate, develop and establish new systems to maximize revenue and maintain controls over expenditures.
9. Make presentations to the Board of Directors and the Administrative Committee and other any groups as assigned.

#### **MINIMUM REQUIREMENTS:**

**Desired Qualifications:** The desired qualifications include a Bachelor's degree in Public/Business Administration, Finance, Accounting, Behavioral/Social Science or other relevant field, and 5 years of governmental accounting and finance experience with administrative oversight for financial analysis, budget management, or debt administration and which includes primary responsibility for advising management and departments on budgetary and financial strategies and development of financial plans; must include at least two or more years of supervision over finance staff. A Master's degree in a qualifying field of study is preferred.