

**METRO WASTE AUTHORITY
POSITION DESCRIPTION
DIRECTOR OF FINANCE**

Incumbent's Name:	Department: Finance / Accounting
Title: Director of Finance	FLSA: Exempt
Date: August 2018	Reports To: Executive Director

PURPOSE OF POSITION

As a key member of the leadership team at Metro Waste Authority, the Director of Finance will assume a strategic role in the overall management of the organization. The Director of Finance will have day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the organization. This will include direct responsibility for accounting, finance, investments, forecasting and strategic planning. The Director of Finance will also oversee the IT functions of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal and essential for this position. Duties and responsibilities are listed to reflect a sense of key priority. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Strategy

1. Provides strategic recommendations to the Executive Director based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
2. Participates in and contributes to ongoing strategic planning process as an integral member of the senior management team.
3. Ensures credibility of the Finance Department by providing timely and accurate analysis of budgets, financial trends and forecasts.
4. Oversees long-term budgetary planning and cost management in alignment with MWA's strategic plan.
5. Understands the EMS policy and what it means to MWA. Understands how this position and job responsibilities impact the environment and what can be done to improve them. Recommends improvements through the Suggestion Box or to the EMS Core Team or the MWA Management Team in cases where this position does not have the authority to make improvements.

Financial and Operational Management

1. Oversees, coordinates and supervises the day-to-day operations of the Finance Department and all financial activities, including accounting, investments, insurance, forecasting, payroll and benefits administration, and landfill scale offices.
2. Reviews all finance and IT-related procedures, processes and administration, recommending improvements to the systems in place and managing the systems going forward.

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3. Oversees budgeting, and the implementation of budgets, so as to monitor progress and present operational metrics both internally and externally.
4. Ensures that Department staff maintain financial record systems in accordance with Generally Accepted Accounting Principles and applicable federal, state and local regulatory laws; and monitor the use of all funds.
5. Interprets and implements various state and federal regulations that affect financial reporting, procedures, and internal record keeping.
6. Prepares financial reporting materials and metrics for the Executive Director, MWA's board of directors and regulatory agencies; prepares and communicates monthly and annual financial statements.
7. Manages cash flow and forecasting; directs all financial, project-based and departmental accounting.
8. Analyzes and places financial investments for maximum return consistent with MWA Board of Directors policies. Works closely with investment firm to effectively invest and administer excess cash.
9. Manages the annual year-end audit process, negotiating and monitoring the external Auditor's contract, and providing the Auditor with requested supporting documents and information.
10. Prepares pro forma for new initiatives and advises on financial performance of new initiatives against the pro forma as they progress.
11. Oversees and monitors the billing and collection of all accounts due to Metro Waste Authority and the preparation of tax payments and reports.
12. Protects MWA against risk by evaluating and securing appropriate insurance coverage.
13. Evaluates and oversees all benefits negotiations, those providing the most competitive packages for MWA employees. Ensures compliance with all HR and benefits related regulations.
14. Maintains knowledge of latest technological developments and provides subject matter expertise in these areas.
15. Performs other special projects, duties and responsibilities as assigned.

Team Management

1. Develops and manages Finance Department staff and HR Manager.
2. Engages other members of the senior management team to facilitate cross-department collaboration that ensures all financial, IT and HR solutions positively support MWA's evolving strategy, operational delivery and data collection needs.
3. Provides senior management with advice on the financial implications of business activities.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Position requires:

- A Bachelor's Degree in Accounting or Finance; MBA and/or CPA desirable.
- Minimum of seven (7) years of professional experience in accounting, budgeting, financial analysis, and supervision, including the application of Generally Accepted Accounting Principles.
- Knowledge in the preparation of financial statements, tax returns, and regulatory reports.

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- Familiarity with organization wide IT-related systems and processes
- Valid driver's license.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Position requires:

- Frequently sitting or standing and reaching
- Occasional lifting and moving fifty (50) pounds or less.
- Ability to identify and distinguish objects at 20 inches or less

Cognitive Demands

Position requires:

- Demonstrated excellence in managing finance, accounting, budgeting, control and reporting.
- Skill in examining, developing, reengineering and recommending financial and technology operations, policies and procedures.
- A collaborative style with strong service mentality. Needs to be seen as a team player who is committed to continuous improvement.
- Strong commitment to managing and developing team members.
- Knowledge of Generally Accepted Accounting Principles and Practices and professional knowledge of the principles and practices utilized in inputting accounting and statistical data into financial records.
- Ability to create and assess financial statements, budget documents and audit documents.
- Proficiency in Microsoft Word, Excel and Outlook; proficiency in Great Plains preferred.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.

Language Ability and Interpersonal Communications

Position requires:

- Developing and maintaining effective working relationships with Metro Waste Authority staff, Executive Director, MWA Board of Directors members, outside auditors, and governmental regulatory agencies.
- The capacity to apply comprehensive understanding of the work process, procedures, programs, and services required in order to carry out general, written, or oral instructions effectively.
- Providing information which is intended to inform, explain, and answer specific questions from officials and others outside the immediate organization which relate to MWA's financial, HR or IT policies and procedures.
- The capacity to manage and direct people in tasks involving analyzing, authorizing, contracting, coordinating, formulating, hiring, negotiating, planning, and scheduling skills.

Environmental Adaptability

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Position requires that:

- Work is performed in a general office environment.
- Job is not subject to significant occupational or environmental hazards other than regular travel by auto to various meetings throughout the general metro area. Likelihood of personal injury would be relatively slight.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that the additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek.

Employee Signature

Date

Department Head

Date

Metro Waste Authority is an Equal Employment Opportunity Employer. Reasonable accommodations may be made as appropriate to enable qualified individuals with disabilities to perform these essential functions. MWA encourages prospective employees and incumbents to discuss potential accommodations with the employer.