



## Job Description

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**Position Title:** Director, Finance and Operations  
**Classification:** Director  
**Pay Grade:** Level 4  
**Department:** Finance and Operations

**Employment Status:** At-Will  
**Position Reports To:** Executive Director/CEO  
**Positions Supervised:** Staff in the Finance and Operations department  
**Judgment Exercised:** Extensive and significant  
**Overtime Status:** Exempt

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### Position Summary

The Director of Finance and Operations reports directly to the Executive Director/CEO, providing leadership and direction to Cal Cities' information technology, human resources, finance, accounting, and audit activities. Also serves as the Chief Financial Officer for the organization and is an active and contributing member of the Cal Cities' senior leadership team. Duties include, but are not limited to:

- Provide strategic financial and operations advice to Cal Cities and makes recommendations on a wide variety of complex matters.
  - Represent the organization as a member of the senior management team in both internal and external meetings.
  - Direct the operations of the finance, technology, and human resources functions and produce work product for both internal and external audiences.
  - Keep the Board and other internal and external audiences apprised of financial and operations matters.
  - Provide lead staff support to the Board's Finance, Nominating and Audit Committees.
  - Oversee Cal Cities' business enterprise programs.
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### Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Finance and Operations

- Oversees the organization's financial operations, including the development and management of the budget, and reviews monthly financials to reconcile variances and

deviations and to assess financials in relationship to annual, year-to-date and year-end projections.

- Oversees information technology and human resources operations.
- Manages Cal Cities member dues process, including the preparation of annual dues schedule and invoices, confirmation of city population figures used to calculate dues, and oversight of the distribution of dues packets.
- Manages various Cal Cities assets, including investments, the headquarters building and tenant leases.

### Business Partnerships

- Along with the Executive Director/CEO, represents Cal Cities in matters involving enterprise program partnerships with California CLASS and California Statewide Community Development Authority and regularly explores opportunities for new programs.

### Other Responsibilities

- Provides lead staff support to the Board's Finance, Nominating and Audit Committees.
- Oversees Cal Cities compliance with the Fair Political Practices Commission Regulations.
- Protects Cal Cities against loss and liability exposure through the identification, mitigation and management of risks.

### General

- Travels as needed to locations throughout California in the performance of duties.
- Works beyond Cal Cities' normal 8:30 a.m. to 5:00 p.m. Monday through Friday business hours when necessary to participate in meetings, meet deadlines, perform duties and accomplish task and goals.
- Performs other duties as required.

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## **Job Qualifications**

### **Knowledge/Skills:**

- Experience overseeing information technology, accounting, finance, audit and human resources business functions, including knowledge of laws and regulations.
- Experience developing and managing budgets
- Experience in training, developing and supervising a team of employees.
- Knowledge of principles of department management, budgeting, administration, and supervision.
- Knowledge of data analysis and operations metrics.
- Ability to effectively plan, direct, and control the administration and operations of technology, human resources and financial functions.
- Experience building and maintaining productive relationships with consultants, contractors, and stakeholders in representing and protecting organizational interests and assets.
- Ability to establish and maintain effective working relationships with those in the performance of required duties.
- Exceptional interpersonal and management skills to interact with board members, executive management, staff, members, vendors and cross-functional teams.
- Ability to define problems, gather data, establish facts, and draw valid conclusions.
- Ability to sustain a positive, "can-do" attitude and commitment to customer service for both internal and external customers.

- Be self-supervising and independently follow through on necessary tasks.
- Ability to perform duties with professionalism, both individually and as a member of a team.
- Ability to employ strategies and approaches to ensure and improve inclusion, diversity and equity-based outcomes within the organization and across Cal Cities policies, programs, and services.
- Ability to act with integrity in all Cal Cities-related business.
- Strong competency in strategic planning and business development.
- Experience with principles of board and committee administration.
- Ability to work independently and responsibly while managing numerous projects simultaneously.
- Ability to interpret and apply Cal Cities policies, procedures, guidelines, rules and regulations.
- Capability to identify and organize departmental and organizational priorities.
- Ability to make effective written and verbal presentations, including public speaking.
- Excellent oral and written communication skills and the ability to communicate complex concepts and programs persuasively in all settings.
- Ability to respond quickly to changes and workload demands in a positive and pleasant manner.
- Experience as an effective leader communicating a vision for a team, assigning tasks and holding people accountable.
- Ability to be flexible while performing multiple activities.
- Ability to travel as needed to perform duties and advance organization goals and objectives.

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## **Experience and Training**

Bachelor's degree in accounting, finance, human resources management, business administration or a related field. Master's degree in a related field is highly desirable. Seven (7) years of highly responsible experience with demonstrated success in accounting, finance, or a related field and at least three (3) years in a supervisory capacity.

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## **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interaction and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Infrequent automobile and airline travel required in normal course of job performance.

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**Equipment Used**

Computer, keyboard, mouse  
Automobile  
Current Office applications

Copier  
Telephone

Scanner  
Smart Phone

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