



## **THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS (WRCOG)**

### **CLASSIFICATION SPECIFICATIONS**

**TITLE: CHIEF FINANCIAL OFFICER (CFO)**

**Reports to: Executive Director**

**Department: Finance**

**Salary:** \$37.08 - \$68.63 per hour. Placement within the salary range will be based upon knowledge and experience.

**Hours:** 40 hours per week.

**Benefits:** Benefits include medical, dental, fully-paid PERS 2.7% @ 55, 10 days vacation, 13 days sick leave, 12 holidays annually, and a deferred compensation plan.

**Revised Filing Deadline:** September 30, 2010, at 5:00 p.m.

The Western Riverside Council of Governments (WRCOG) is an association of local governments representing the western portion of Riverside County which includes the unincorporated County, sixteen cities, and two regional Water Districts. WRCOG works cooperatively on issues of common concerns to its member agencies including transportation, planning, environment and energy issues.

#### **Job Summary:**

Under the direction of WRCOG Executive Management, the CFO will direct, plan, administer, and coordinate the operation and responsibilities of the Agency's Finance Department. This includes the investment of funds, accounting, revenue projection, budgeting, and short- and medium-range fiscal planning. The CFO may supervise other professional positions with responsibility for general administration and human resources. The CFO will exercise considerable independent judgment and provide technical advice to the WRCOG Executive Director and the Executive Committee. The CFO will be a member of the WRCOG's Management Team and is expected to actively participate in managing a wide variety of the Agency's issues.

#### **Functions of the CFO:**

- Directs the WRCOG annual budgetary planning process; communicates financial goals and strategic objectives; evaluates proposed resource allocations in cooperation with the Executive Director and Management Team.

- Plans, organizes, directs, supervises and evaluates the work of professional, administrative and accounting support staff.
- Trains staff, explains accounting processes, manages projects, and provides direction in response to technical accounting questions and problems.
- Directs and supervises preparation of the Agency's financial reporting package, and monitors the accounting systems and records to ensure that fiscal controls are in place and working.
- Oversees the preparation of the financial statement process as needed for the Executive Committee and the annual financial statements including supporting subsidiary records for the annual audit to ensure compliance with governmental accounting standards and an unqualified opinion.
- Evaluates actual expenditures in comparison with budgeted expenditures throughout the fiscal year and determines whether targets are being achieved or whether adjustments are needed.
- Prepares agenda items related to the financial operations of the WRCOG and attends staff and WRCOG committee meetings; makes presentations as needed.
- Manages and directs the WRCOG investment portfolio and adopts strategies to maximize earnings and demonstrate appropriate stewardship of Transportation Uniform Mitigation Fee (TUMF) dollars and other programs as required.
- If necessary, manages debt maintenance functions including covenant compliance, debt repayment, secondary market disclosure, and investor, rating agency, bond insurer and trustee relations.
- Maintains effective relations with bond counsel, commercial and investment bankers, investment advisors, financial advisors, and auditors.
- Interfaces with representatives of other agencies; participates in professional development activities.
- Analyzes and interprets financial information pertaining to TUMF revenue performance and other programs as necessary and alerts the Executive Director, the Executive Committee and program managers to trends in financial performance as it relates to revenues to various funds which may require management action and policy change.
- Oversees the receipt, management and allocation of Western Riverside County Transportation Unified Mitigation Fees in accordance to approved processes by the WRCOG.
- Attends and makes presentations at Executive and other Committee meetings, and staff meetings. Analyzes and responds to related questions and issues.
- Reviews and prepares analysis of information from a variety of reports and documents including financial statements, the General Ledger, the Investment and Cashflow Report, the Proposed and Revised Budget, the Comprehensive Annual Financial Report, and the Strategic Plan as needed.
- Monitors finance-related legislation and accounting standards to ensure that the WRCOG is in compliance.

- Develops and directs the implementation of department goals, objectives, policies, procedures and work standards.

*The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Executive Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

**Qualifications:**

**Education/Training/Experience:**

**Required:** A Bachelor's degree in Accounting, Finance, Business Administration or closely related field.

**Desirable:** Specialized coursework or training in advanced principals of government finance and accounting.

**Experience:** At least eight years of broad and progressively responsible professional and supervisory financial management and accounting experience.

**Licenses/Certifications:** 1) A valid California Drivers License and proof of automobile liability insurance; 2) a valid active license in the state of California for a Certified Public Accountant; and 3) a Certified Internal Auditor would be a plus.

**Application:**

A completed application, along with a detailed resume, must be submitted to: Western Riverside Council of Governments, 4080 Lemon Street, 3<sup>rd</sup> floor MS 1032, Riverside, CA 92501, ATTN: Personnel. For more information on WRCOG or to download materials, visit the Agency website at [www.wrcog.cog.ca.us](http://www.wrcog.cog.ca.us). WRCOG is an equal opportunity employer.