

CHIEF OF FINANCE AND HUMAN RESOURCES

POSITION TITLE: CHIEF OF FINANCE AND HUMAN RESOURCES

RESPONSIBLE TO: THE EXECUTIVE DIRECTOR

SUPERVISORY RESPONSIBILITY: FINANCE ASSISTANT(S)

DEFINITION AND SUMMARY

Under supervision of the Executive Director, performs duties involving financial and human resources functions of the Board.

ASSIGNED RESPONSIBILITIES

- Oversee the financial management of the Board office consistent with Board policy and directives;
- Perform financial duties such as billing, posting, verifying, checking and calculating data;
- Perform banking functions, including deposits and withdrawals;
- Perform year-end closing of books and facilitate the Board's auditors in all functions of the audit;
- Write the annual Management Review and Discussion for inclusion in the annual audit;
- Provide information and recommendations to the Executive Director and Secretary-Treasurer for budget development and projections;
- Provide financial statements and budget status reports to the Executive Director and Secretary-Treasurer upon request and quarterly for board meetings;
- Coordinate Board and staff insurance matters with the State of Nevada;
- Maintain certification as a contract manager for the State of Nevada;
- Review and record all contracts for the Board;
- Track the Board's investments and make recommendations to the Executive Director, Deputy Executive Director, and Secretary-Treasurer on purchases;
- Perform all payroll and human resources functions with respect to Board staff salaries and benefits and payments due Board members;
- Maintain personnel files and records of employee vacation, compensatory time and sick leave balances;
- Coordinate employee benefits matters with the Nevada Public Employees Benefits Plan (PEBP), deferred compensation plan representatives, etc.;
- Coordinate employee retirement matters with the Nevada Public Employees Retirement System (PERS) and report credits to PERS;
- Plan and coordinate recruitment, selection, and orientation of new staff;

- Support senior staff in preparation of annual reviews;
- Handle employee complaints, grievances, and disputes;
- Serve on the Safety Committee;
- Perform other duties as directed.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic accounting and bookkeeping principles and procedures;
- Ability to interpret, adjust, and present basic financial statements;
- Knowledge and experience in all primary functions of payroll and human resources;
- Ability to maintain confidentiality of information;
- Ability to learn and apply established procedures;
- Ability to work accurately and rapidly with names, numbers, codes and symbols;
- Knowledge of computer applications; including proficiency in QuickBooks;
- Ability to travel as required;
- Ability to work overtime as required;
- Ability to work under pressure and meet deadlines;
- Ability to interpret written and oral instructions.

TRAINING AND EXPERIENCE:

- Minimum of three (3) years of experience with bookkeeping/financial procedures, and a working knowledge of appropriate computer software programs;
- Minimum of a Bachelor's Degree from an accredited college or university in accounting, finance, or business administration.
- Minimum five (5) years of experience in payroll and/or human resources.

LICENSES AND CERTIFICATES:

- Hold or be able to acquire a valid Nevada driver's license or an equivalent government-issued identification appropriate for air travel.