BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

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Job Description

Job Title: Director of Finance
Department: Finance
Reports To: General Manager

Location: 14515 Omicron Drive Dr. San Antonio, TX 78245

Salary: $114,667 - DOQ
Work Hours: 7:00 a.m. – 5:00 p.m. Monday-Thursday (Subject to change based on dept. needs)
FLSA Status: Exempt – Executive

Contact: Human Resources – hr@bc2fd.org or 210.688.2406

Date Posted: xx/xx/xxxx
Posting Expires: xx/xx/xxxx, at 5:00 PM CST

Job Summary

The Finance Director is responsible for planning, organizing, directing, and overseeing all financial operations of the District. This position provides strategic financial leadership, ensures compliance with applicable federal, state, and local laws, develops long-range financial plans, oversees budgeting and financial reporting, manages investments and debt, and advises the General Manager and Board of Commissioners on financial matters. The Finance Director establishes financial policies and internal controls while ensuring the efficient management of District resources.

Responsibilities:

Executive Leadership & Budget Administration

- Directs and oversees all financial operations of the District.
- Develops long-term financial strategies that support the District's mission and strategic goals.
- Advises the General Manager and Board of Commissioners on financial policies, fiscal planning, and financial risks.
- Provides financial analysis and recommendations regarding reserve funding, capital planning, debt management, financial sustainability, and strategic operational decision-making.
- Directs the preparation, development, implementation, and monitoring of the District's annual operating and capital budgets.
- Monitors departmental expenditures to ensure budget compliance.

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- Prepares financial forecasts and long-range financial projections.
- Recommends budget amendments and corrective financial actions as necessary.
- Presents budget recommendations and financial reports to executive leadership and the Board.

Accounting & Financial Operations

- Directs and oversees all accounting functions, including accounts payable, accounts receivable, payroll oversight, cash management, fixed assets, and general ledger activities.
- Provides executive oversight to financial transactions, reconciliations, journal entries, and financial reporting to ensure accuracy, compliance, and appropriate internal controls.
- Establishes and maintains internal accounting controls and financial procedures.
- Oversees monthly and year-end closing processes.
- Ensures accurate and timely preparation of financial statements and reports.
- Provides operational assistance with accounting functions when necessary to maintain continuity of business operations.

Cash Management and Investment

- Oversees cash flow management and liquidity planning.
- Monitors District investments in accordance with applicable statutes and Board policy.
- Oversees banking relationships and financial service providers.
- Reviews investment performance and recommends appropriate financial strategies.

Compliance and Risk Management

- Ensures compliance with applicable federal, state, and local laws, governmental accounting standards, District policies, grant requirements, and financial reporting regulations.
- Oversees preparation for annual financial audits and serves as the primary liaison with external auditors.
- Implements and monitors internal controls to safeguard District assets.
- Identifies financial risks and develops mitigation strategies.

Procurement and Contract Administration

- Reviews financial components of contracts, agreements, and procurement activities.
- Ensures purchasing activities comply with District policies and applicable procurement laws.
- Evaluates financial impacts of major purchases and capital projects.

Grants Administration

Job Description

- Oversees financial administration of grants and other funding sources.
- Ensures grant expenditures comply with funding requirements.
- Reviews grant reporting and reimbursement requests.

Leadership and Supervision

- Supervises, coaches, develops, and evaluates the AP/AR Specialist.
- Plans, assigns, and evaluates work assignments to ensure efficient departmental operations.
- Establishes departmental goals, priorities, and performance expectations.
- Develops financial policies, procedures, and internal controls.
- Promotes operational efficiency and continuous process improvement.
- Coordinates cross-functional financial support with other District departments.

Other Duties

- Performs complex accounting and financial functions as necessary during periods of staffing shortages, employee absences, or increased operational demand.
- Attends Board meetings and presents financial information as assigned.
- Performs other duties as assigned by the General Manager.

Qualifications:

Education

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field.
- A master's degree in Accounting, Finance, Business Administration (MBA), Public Administration (MPA), or a related discipline is preferred.
- Coursework or demonstrated knowledge in governmental accounting, public finance, budgeting, financial management, auditing, taxation, economics, or business law is highly desirable.
- An equivalent combination of education, professional certifications, and progressively responsible governmental finance experience may be considered when consistent with the needs of the District and applicable employment standards.

Experience

- Seven (7) years of progressively responsible accounting or financial management experience.
- Five (5) years of supervisory or management experience.
- Experience in governmental or public sector finance is preferred.
- Experience with Texas Emergency Services Districts or other local government entities preferred.

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- Experience with governmental budgeting, audits, grants, and capital planning preferred.

Knowledge, Skills, and Abilities

- Thorough knowledge of governmental accounting principles (GAAP and GASB).
- Knowledge of budgeting, forecasting, financial analysis, auditing, and internal controls.
- Knowledge of Texas laws governing Emergency Services Districts and public finance.
- Knowledge of investment management, debt financing, and public funds investment requirements.
- Ability to interpret financial data and prepare executive-level reports.
- Ability to develop financial policies and procedures.
- Ability to supervise, mentor, and evaluate staff.
- Ability to communicate complex financial information clearly to executive leadership and the Board.
- Strong analytical, organizational, and problem-solving skills.
- Advanced proficiency in Microsoft Excel, financial management software, and accounting systems.

Licenses & Preferred Professional Certifications

- Must possess and maintain a valid Texas Driver License and an acceptable driving record.
- Certified Public Accountant (CPA)
- Certified Government Financial Manager (CGFM)
- Certified Public Finance Officer (CPFO)
- Government Finance Officers Association (GFOA) Budget Academy or Financial Management Academy Certificate
- Certified Internal Auditor (CIA)
- Certified Management Accountant (CMA)

Physical Requirements

Work is performed primarily in an office environment requiring prolonged periods of sitting, computer use, and occasional lifting of office materials up to 25 pounds. Occasional attendance at meetings outside normal business hours may be required.

FLSA Classification Justification (Internal Use)

This position qualifies as **Exempt – Executive/Administrative** under the Fair Labor Standards Act due to:

- Executive oversight of the District's financial operations and finance personnel.
- Authority to develop and implement financial policies, procedures, and internal controls.
- Responsibility for budget development, financial planning, auditing, investments, and fiscal compliance.
- Exercise of discretion and independent judgment regarding financial management, procurement oversight, and organizational fiscal strategy.

Job Description

Disclaimer

This job description is intended to describe the general nature and level of work being performed and is not an exhaustive list of duties, responsibilities, or qualifications. Duties may be modified or assigned at the direction of the General Manager or Board of Commissioners.

Other Requirements

Must pass the Bexar County Emergency Services District No. 2 suitability examination, drug and alcohol testing, and background investigation if required, and possess no felony convictions, no misdemeanor convictions involving moral turpitude or pattern of misdemeanor convictions; no pending misdemeanor or felony charges; not a habitual drunkard or gambler; no use of illegal drugs in the past ten years; never sold illicit drugs.

Submit application to hr@bc2fd.org HR Office: 210-331-7189 Website: https://bc2fd.org/

EQUAL OPPORTUNITY EMPLOYER

Employee Signature: _____ Date: _____