



Kensington Police Protection and Community Services District

Finance Director Job Announcement



ABOUT THE DISTRICT

Kensington is a small, beautiful community of about 5,000 residents in the unincorporated area of Contra Costa County located just north of Berkeley and east of El Cerrito in the Berkeley hills. The town enjoys picturesque views of the surrounding San Francisco Bay. Kensington has a total area of approximately one square mile and is largely residential with two small shopping districts. The small town has local jurisdiction over its police department, park services, refuse collection, and fire department. These are governed by two elected boards. The five-member Kensington Police Protection and Community Services District (KPPCSD) Board oversees the police department, park services, and refuse collection. When fully staffed, the police department has had a total of up to nine sworn individuals.

ABOUT THE OPPORTUNITY

The District Finance Director role with KPPCSD offers a part-time, flexible schedule of about 30 hours per week. Under the supervision of the General Manager, this person will have broad administrative responsibility for overseeing a variety of fiscal, business management, personnel, facility/equipment management, material control, and other typical service functions for the District. This person will also provide critical input related to project and activity direction and policy decisions. The District Finance Director will coordinate assigned activities with other District staff, outside agencies, utilities, and other customers as appropriate. This public-facing role will present to the board on an as needed basis. At minimum this individual will present to the annual budget and mid-year budget review.

KPPCSD is an equal opportunity employer encouraging workforce diversity.

ABOUT THE RESPONSIBILITIES

Some of the District Finance Director's responsibilities will include but not be limited to the following:

The Finance Director shall perform a variety of administrative and financial functions in support of the District. This position oversees the accounting, budget, tax, and audit activities of the organization, as well as financial and system controls and standards. This position shall be responsible for the accounts receivable, accounts payable, payroll, and debt service, along with other statistical, accounting, and record-keeping assignments. The Finance Director shall prepare timely financial and statistical reports for management and/or Board use, as directed by the General Manager. The Finance Director performs duties that may require considerable confidentiality. Budget preparation and oversight shall be a primary responsibility of this position. The Finance Director manages the District's budget process including preparation, consolidation, and distribution of budgets and related reports; development and administration of budgetary policy and procedures; review and analysis of operation results; provides recommendations to management. The Finance Director shall have the additional responsibilities of developing, reviewing and long-range planning and goals. The Finance Director shall be responsible for the supervision and verifying the job performance of accounting personnel.

EDUCATION & EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with a major in public or business administration, economics, accounting, finance, or a closely related field.
- Five or more years of increasingly responsible administrative, managerial, fiscal, accounting, analytical program/business project work, including three years that have involved advanced supervision or coordination of a wide variety of analytical, technical, legal, or budgetary functions for public agencies.
- Possession of a Master's Degree in public or business administration, economics, accounting, law, or a closely related field may be substituted for two years of the required supervision/coordination experience; additional qualifying service may be substituted for the required education on a year-for-year basis up to a maximum of two years; possession of a California license as a Certified Public Accountant may be substituted for two years of the required supervision/coordination experience.
- Knowledge of principles and practices of public administration, including supervision, management, accounting, budgeting (operating and capital), finance, fiscal forecasting and trends, internal control principles, payroll, organizational planning and analysis, information technology, statistical analysis, research methods, records management and report writing; budgeting techniques utilizing diverse funding sources; modern office automation and information systems and procedures; general responsibilities, rules, and policies pertaining to local governments.
- Possession of or ability to obtain a valid California Driver's license by time of appointment.

THE IDEAL CANDIDATE

- An independent worker, with a self-starter type of mentality is highly desired.
- Candidates will have the ability to plan, organize, direct, and administer the support functions and operations of a complex district.
- Must be able to solve problems of unusual difficulty related to management and administration.
- Administration experience with waste management & law enforcement.
- On board and organize things quickly and without supervision.
- Establish and maintain effective working relationships with others, including Board members, other District staff as well as others in the community and with other agencies.

COMPENSATION

The pay rate for this position is \$62 per hour.

IMPORTANT APPLICATION INFORMATION

To apply for this opportunity, please send a letter of interest, professional CV/Resume and 3 professional references to: humanresources@kppcsd.org. We only accept PDF documents. Please do not send any other formats.

**First review of applications, September 13th.
OPEN UNTIL FILLED**

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.