

**RESOLUTION NO. 2021-16**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT APPROVING THE FINANCE DIRECTOR CLASSIFICATION AND SALARY SCHEDULE**

The Board of Directors of the Kensington Police Protection and Community Services District ("Board of Directors") resolves as follows:

**WHEREAS**, the District adopted the Fiscal Year 2021-22 budget on June 29, 2021, which included establishing the Finance Director job classification and salary schedule;

**WHEREAS**, the Finance Director position will replace the Business & Finance Manager position;

**WHEREAS**, the following 5-step monthly salary schedule was established and adopted by the Board during the 2020 budget process: Step 1 (\$62/hour), Step 2 (\$63.86/hour), Step 3 (\$65.78), Step 4 (\$67.75) and Step 5 (\$69.78); and

**WHEREAS**, this is a part time, hourly, unrepresented management position without benefits.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

The Board of Directors hereby approves and adopts the Finance Director Job Classification Specification attached to this resolution and incorporated by reference effective as of August 12, 2021.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by President, seconded by Vice-President Nottoli, on Thursday, the 12th day of August, 2021, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

DocuSigned by:  
*Sylvia Hacaj*  
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Sylvia Hacaj  
President, Board of Directors

I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 12<sup>th</sup> day of August, 2021.

DocuSigned by:  
*Lynelle M. Lewis*  
8483B78934AA4FC...  
Lynelle M. Lewis  
District Clerk of the Board

DocuSigned by:  
*Marti Brown*  
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Marti Brown  
General Manager

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## CLASSIFICATION SPECIFICATION

Kensington Police Protection  
& Community Service District

Date: August 2021

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CLASS TITLE:	Finance Director	FLSA STATUS:	Exempt
REPORTS TO:	General Manager	HIRING STATUS:	At Will

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**JOB SUMMARY**

Under the direction and supervision of the General Manager, the Finance Director performs a variety of administrative and financial functions in support of the District. The position oversees the accounting, budget, tax, and audit functions of the organization, as well as risk management, human resources, and financial and system controls and standards.

The Finance Director is responsible for accounts receivable, accounts payable, payroll, and debt service, as well as other statistical, accounting, and record-keeping assignments. The Finance Director prepares timely financial and statistical reports for management and/or Board use as directed by the General Manager. Budget preparation and financial oversight is a primary responsibility of this position and frequently includes confidential matters. 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; and provides recommendations to the General Manager. Under the direction of the General Manager, the Finance Director may also be directed to develop and review long-range financial planning goals. The Finance Director is also responsible for the supervision and job performance of accounting personnel.

**DISTINGUISHING CHARACTERISTICS**

The Finance Director position is a part time management position (e.g., 20-30 hours per week). It is distinguished from other administrative positions by the fiduciary responsibilities of the District and support provided to the General Manager and, as directed, the Board and other District staff.

**EXAMPLES OF WORK**

The duties and responsibilities include, but are not limited to the following:

- Performs and manages all of the District's accounting activities and systems including fiscal year, quarterly and monthly-end close, reporting and overview, reconciliations, and fixed asset control;
- Oversees accounts receivable, accounts payable, payroll processing and oversight, debt services, as well as other statistical, accounting, and recordkeeping assignments;
- Manages annual independent audits of the District;
- Prepares, submits, and presents comprehensive monthly, quarterly, and annual financial reports and budget status reports;
- Establishes uniform accounting policies and procedures for the District;
- Under the direction of the GM, prepares the District's Annual FY Budget and capital improvement plans;
- Under the direction of the GM, prepares the District's five-year financial plan;
- Consults with employees regarding a variety of issues including the status of financial accounts and transactions;

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- Prepares and enters all journal entries;
- Oversee, monitor and report the District's risk management (e.g., SDRMA compliance);
- Oversee and respond to all human resource related functions (e.g., worker's compensation, payroll);
- Supervises and directs Finance Department staff; and
- Under the direction of the General Manager, perform finance related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

The Finance Director must be able to review and interpret accounting and finance documents to ensure accuracy of information and conformance with policies, procedures, and guidelines; rely on strong financial accountability and budgetary decision-making skills; demonstrate proactive leadership and communicate skills to the General Manager and other staff; develop strong interpersonal relationships with all District staff, as well as, with the District's internal and external customers; and work collaboratively with the General Manager and other staff.

### **EMPLOYMENT STANDARDS (position requirements at entry)**

Must be 18 years of age; BA or BS Degree in Accounting, Finance or Public Administration from an accredited college or university; Master's Degree or CPA Preferred. Other combinations of education and/or experience may be considered.

### **KNOWLEDGE, SKILLS, ABILITIES (position requirements at entry)**

- Knowledge of:
  - Principles and practices of governmental accounting, finance, Fund Accounting, budgeting, public administration, and public policy development;
  - Government Accounting Standards Board pronouncements, and technical interpretations;
  - Pertinent federal, state, and local laws, codes, and regulations;
  - Automated financial accounting and reporting systems;
  - Methods and techniques of time and project management;
  - California Public Employees Retirement System;
  - Sound financial management;
  - Budgeting processes and procedures;
  - Office management techniques and practices;
  - Human Resource policies and procedures; and
  - Office equipment such as copiers, phone systems and computer programs such as: Word, Excel, Outlook, Quickbooks and Adobe.
- Skill in:
  - Accounting software,
  - Microsoft Office Suite, and
  - Working in a remote or partially remote environment.
- Ability to:
  - Adhere to prescribed work schedule to conduct job responsibilities.
  - Work varied hours or extended work hours in order to meet project deadlines.
  - Write reports and prepare written correspondence in a clear and concise manner for the public to view.
  - Present oral reports and respond to questions concerning such reports.

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- Ensure excellent customer service and working relationships with the public, co-workers, Directors and outside agencies.
  - Ability to sit and operate computer equipment for extended periods of time.
  - Be proactive under pressure, and manage situations professionally.
  - Adapt to changes in processes and procedures.
  - Work independently and as part of a team.
  - Effectively communicate in a tactful and courteous manner with officials, the public, and employees.
  - Understand and apply laws, rules, and regulations to specific accounting and financial transactions.
  - Analyze and interpret financial data and accounting records.
  - Establish and maintain effective working relationships with those contacted in the course of work.
  - Under the direction of the General Manager, develop and achieve goals, objectives, and administer work plans.
  - Effectively communicate verbally and in writing.
- Language Skills:
    - Use correct English spelling and grammar.
  - Reasoning Skills:
    - Read, analyze, and interpret general business correspondence, documents, technical journals, and government regulations.
    - Manage multiple projects simultaneously and ensure that objectives and timelines are met.
    - Understand mathematical concepts and perform necessary computations.

## **PHYSICAL DEMANDS**

Work at a computer for extended periods of time. Work extended hours to complete deadlines.

## **WORK ENVIRONMENT**

Remote home office or public safety building with essential public safety workers. Also will require a minimum of bi-monthly trips to Contra Costa County's Offices.

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