



---

## JOB DESCRIPTION

---

### **Executive Manager of Finance / CFO**

**FLSA STATUS:** Exempt

**REPORTS TO:** General Manager/CEO

**WORK LOCATION:** Temporarily located in Seguin, Texas

**Location will permanently transition to New Braunfels, Texas in 2019**

**EFFECTIVE DATE:** 04/2018

#### **SUMMARY**

GBRA seeks an experienced and visionary business professional to serve as its next Executive Manager of Finance /CFO. This position will lead and develop an internal team that supports all fiscal related functions that include: purchasing, accounting records, financial reporting, forecasting, debt management, strategic planning, and fiscal responsibility.

As a key member of the Executive Management team, the Chief Financial Officer will report to the General Manager/CEO and assume a strategic leadership role in the overall management of GBRA. The person selected for this position is tasked with fostering an environment that encourages collaborative decision-making and forging an aspiring vision for the future. To ensure success this person must have strong interpersonal communication, proven analytical skills, broad finance and accounting experience, a working knowledge of construction and capital projects financing, and experience with implementing and improving the functionality of large scale financial management systems.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead and direct areas such as capital structure, financial planning, financial reporting, budgeting and forecasting, debt management, grant management, audit activities, and capital planning.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial, project/program and grants accounting including preparation of the Comprehensive Financial Report (CAFR).
- Oversee contract management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Communicate with external auditors and the finance committee of the Board of Directors; assess any changes necessary.

- Oversee and lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes; and keep executive management team abreast of the organization's financial status.
- Participate in GBRA's Risk Management Program by procuring and reviewing all insurance policies, certificates of insurance, insurance provisions of contracts, and insurance claims.
- Directs all aspects of the purchasing processes required for a state governmental entity such as: preparing and soliciting Requests for Bids (RFBs), Requests for Proposals (RFPs) and obtaining quotes for services.
- Prepares or supervises the preparation of water resource, utility, and electric rate studies and feasibility analyses.
- Responsible for GBRA debt management.
- Supports the activities of the GBRA Retirement and Benefit and Audit Committees.
- Maintain regular communication and works closely with the GBRA's Executive Team, sharing and coordinating information to insure effective implementation of GBRA's strategic plan.
- Directs assigned departments and meets regularly with direct reports to evaluate operational plans, projects, and issues; directs the implementation of solutions; motivates and evaluates staff, and provides leadership, direction and guidance in operational and financial strategies and priorities; reviews work in progress in order to anticipate technical and management problems.
- Maintains the integrity, professionalism, values, and goals of GBRA, by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Perform other duties as assigned.

#### **KNOWLEDGE/SKILLS/ABILITIES**

- Principles and practices of administrative management, including cost accounting, budgeting, procurement, contract management, and grant management.
- Knowledge of public administration and governmental operations; accounting and financial management principles; advanced theories/principles related to areas of assignment; and strategy development principles and procedures.
- Working knowledge of applicable state and federal statutes, rules, codes, and regulations.
- Skill in analyzing complex administrative and operational issues, interpreting laws and regulations, evaluating alternatives, and developing recommendations, strategies, and operational improvements.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

**EDUCATION/CERTIFICATIONS**

Bachelor's Degree in Business or Public Administration, Accounting, or a related field; Master's Degree in Business or Public Administration is desirable.

Certified Public Accountant preferred.

Experience and education may be substituted for one another.

**EXPERIENCE**

At least ten (10) years' of overall professional experience; ideally six-plus years of broad financial management experience.

**MANAGERIAL RESPONSIBILITIES**

Yes

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary computer programs.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.