



## NWRDC Position Description

**Position Title:** Finance Director

**Classification:** Program Director 2

**Reports to:** Executive Director

**Grade:** 9

**Supervises:** Accounting Assistant

**FLSA Classification:** Exempt

### Position Summary

This position provides serves as the leader of one of the main functional areas within the RDC. This position serves as the Program Director for activities performed by staff, functions as the Executive Director backup, and works directly with staff and Board members on key management initiatives. Advises and makes recommendations to the Executive Director on key issues within their functional area.

### Essential Duties and Responsibilities

- Directs and oversees staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and makes hiring, termination, and disciplinary recommendations.
- Interprets, assesses, and implements procedures to ensure all services conform to all relevant county, state and federal rules, statutes, and regulations.
- Monitors and maintains budget; prepares cost estimates for budget recommendations; monitors billings and controls expenditures.
- Assists in establishing long term strategies and planning.
- Ensures project compliance with necessary requirements.
- Provides leadership in planning and developing within the department.
- Performs other duties of a comparable level/type, as required.

### Qualifications

**Education:** A Bachelor's degree in accounting, finance, business administration or a related field and two years of experience in public accounting. Equivalent experience in the financial management of public funds may be substituted for education. Progressive experience in a multi-funded public agency, automated financial systems, auditing procedures, federal and state reporting requirements or budgeting procedures is desirable.

### Requirements:

- Valid MN driver's license
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).

### Physical Demands and Working Conditions

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. While performing the duties of this job, the employee is required to:

- Frequently remain in a stationary position and regularly move within the building to attend meetings and access files and office machinery.



**NORTHWEST**  
REGIONAL DEVELOPMENT  
COMMISSION

- Regularly operate computers and other office equipment, such as a copy machine, printer, and telephone.
- Exposed to challenging behaviors or a threatening environment on an infrequent basis
- Occasionally lift, move and/or transport items weighing up to 60 pounds.
- Ability to drive to multiple locations.

### **Equipment Utilized**

- General office equipment, computer, telephone.
- Vehicular transport

### **Competencies**

#### Decision Making

- Incumbents establish functional policies and make tactical decisions, within overall strategic direction, with top management guidance.
- Duties involve foreseeing circumstances based on decisions, establishing protocol for future circumstances, and drawing conclusions from statistical and financial data.

#### Communication

- Incumbents regularly interact to negotiate important agreements or elicit desired behaviors
- Their communications require considerable tact, a sense of timing and the ability to engender trust of diverse audiences.
- Incumbents are able to establish and maintain effective working relationships with public officials, planning groups, private citizens and RDC staff.

#### Problem Solving

- Incumbents solve very complex technical or strategic problems.
- They apply technology or business approaches in new ways and develop or recommend new alternatives/approaches to issues.
- Supervision is minimal as direction is provided at a strategic level from top management.

#### Knowledge

- Incumbents possess extensive and progressively responsible experience in comprehensive urban, rural, or regional planning.
- Incumbents have a thorough knowledge of programs and intergovernmental relationships.
- As members of the leadership team, have complete understanding of how the work of each employee affects the entire agency.

### **Job Specific Duties**

- Establish and maintain an accounting and grant management system that meets current standards for public agencies and the requirements of NWRDC Policies.
- Co-staffs NWRDC Board and Commission with the Executive Director, provides staff services to the Budget Committee, and assists in staffing the Personnel Committee.



**NORTHWEST**  
REGIONAL DEVELOPMENT  
COMMISSION

- Complete Program Director functions for all financial functions including preparing the annual work programs, completing staff evaluations, and assisting with front office activities as needed. Oversee all purchases and maintenance of office equipment, supplies, and furniture.
- Serve as the agency personnel officer for issues related to medical insurance and personal staff issues as requested, assist in all hiring and salary review functions, provide input on evaluations of all staff in relationship to financial, contract management, and signs-off on Executive Director timesheets and Evaluations.
- Prepare the Agency Budget and Indirect Cost Rate based on historical data, program budgets, contracts, the local tax levy, and other financial information and systems.
- Serve as the backup in the absence of the Executive Director. Performs agency level day-to-day budget management functions, directs spending related to non-program budgets of the agency, and seeks the involvement of the Executive Director as necessary.
- Prepare agency and program budgets revisions based on changes in revenue and expenditure patterns and staff input and works with Program Directors to manage agency spending within established Program budgets.
- Prepare monthly and quarterly financial reports for the Board of Directors and Commission, and provide reports and other financial information to the Program Directors and the Executive Director as needed.
- Maintain agency level compliance with overall budget, financial procedures, audit requirements, and contractual obligations; and report any concerns or violations to Program Directors, the Executive Director, or the NWRDC Board of Directors as needed.
- Assist Program Directors with Program contract and re-grant management including compliance requirements, drawdowns, grantee monitoring, and financial reports.
- Function as the contract manager for Aging Programs, participate in Aging Team Meetings, and provide financial related staff support to the Dancing Sky AAA Board.
- Manage the investment of agency financial resources.
- Review and assist in the preparation of all funding applications related to the agency's operation.
- Prepare information for annual audit including the year end closing entries and other applicable financial analysis.
- Participate in Commission and staff activities including staff meetings, Commission meetings, work program/budget development, State Planning reports, professional development, and Commission approval of program actions.
- Perform other duties as requested and as time is available.

**Date Updated May 2023**