

## **SOUTHEAST OHIO PUBLIC ENERGY COUNCIL**

### **POSITION DESCRIPTION**

#### **Position Title:**

Director of Finance and Administration

#### **Classification:**

Full-time, exempt

#### **Position Summary:**

SOPEC is seeking a Director of Finance and Administration to serve in a mid-level managerial position that reports to the Executive Director and Treasurer of SOPEC and perform a variety of administrative, financial, and human resources responsibilities for the small public agency. Candidates should have excellent oral and written communication skills and be able to organize their work using software. General responsibilities include serving as the Fiscal Agent and Records Custodian of the organization, leading internal administrative and office management responsibilities, and managing human resources systems for a small workforce.

#### **Position Duties:**

Financial responsibilities include serving as the Fiscal Agent of the organization, reporting to the Treasurer of SOPEC, controlling the issuance of all payments, performing general accounting responsibilities, conducting internal audits and serving as the point of contact for the Auditor of State, leading the budget planning process, updating and maintaining financial policies for the organization, and conducting all financial reporting and other financial responsibilities requested by the Treasurer of SOPEC.

Administrative responsibilities include serving as the Records Custodian of the organization, reporting to the Executive Director of SOPEC, maintaining the organization's records inventory and filing systems, reviewing and fulfilling public records requests, responding to customer support requests, reporting program and administrative performance, updating and maintaining records policies, updating and maintaining administrative policies and procedures, providing scheduling support for SOPEC operations, preparing meeting minutes, and other administrative responsibilities requested by the Executive Director of SOPEC.

Human resources responsibilities include ensuring compliance with all federal and state employment laws, leading the hiring and selection process for employees and outside contractors, leading the selection and management of employee benefits, developing an annual professional development plan and schedule for SOPEC staff and leadership, developing and implementing a system for performance evaluations for SOPEC staff and leadership, conducting

annual compensation studies and determining competitive salary ranges in the industry, maintaining and updating personnel records, position descriptions, and personnel policies.

**Additional Information:**

As Fiscal Agent of the Council, the Director of Finance and Administration shall obtain and keep in force a fidelity bond, in an amount determined by the Board of Directors and with a surety company approved by the Board of Directors, or, in lieu of a separate fidelity bond, the Board of Directors may direct the Fiscal Agent to continue and keep in force any existing fidelity bond the Fiscal Agent may have which the Board of Directors determines to be adequate.

**Required Qualifications**

- Four-year degree from an accredited college or university majoring in public administration, business administration, finance, accounting, human resources management, or other related field; or a two-year degree in public administration, business administration, finance, accounting, human resources management with ten-years commensurate experience in administration, finance, accounting, or human resources.
- Two years of professional experience with administrative, accounting, finance, or human resources responsibilities
- Basic familiarity with GASB accounting rules and capable of reviewing and applying specific rules required for the organization's financial reporting
- Intermediate proficiency with Inuit Quickbooks
- Basic proficiency in Microsoft Office with intermediate skills in Microsoft Excel
- Must be bondable in an amount determined by the Board of Directors

**Preferred Qualifications:**

- Masters degree in public administration, business administration, finance, accounting, human resources management, or other related field.
- Certified Public Accountant (CPA) or Certified Managerial Accountant (CMA)
- Highly proficient in Microsoft Office with advanced skills in Microsoft Excel (MS Specialist, Expert, or Master Certifications)
- Highly proficient with Inuit Quickbooks (Certified Quickbooks ProAdvisor)
- Professional training in human resources management (SHRM-CP, SHRM-SCP)

**Responsibility:**

Incumbent reports to the Executive Director and Treasurer of SOPEC. Highly responsible, mid-management position with some independence requiring judgement and sensitivity to the organization and public relations.

**Personal Work Relationships:**

Incumbent has daily contact with co-workers in the agency, elected and appointed officials, and the general public. The purpose of these contacts is to provide helpful information about the activities of the organization and to provide customer or partner support.

**Working Conditions:**

Work is performed in a normal office setting. Work is also sometimes performed at local government meetings across Southeast Ohio, and some driving and travel time may be required.

**Compensation:**

This full-time position will be compensated commensurate with qualifications and experience using a pay range of \$45,000 to \$60,000 annually. In addition, 14% employer retirement benefits will be provided, along with a \$35,000 life insurance policy, two weeks of paid vacation, and health, dental, and vision insurance plans.