



Job Title: Director of Finance, Accounting and Business Support
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SUMMARY

The Director of Finance, Accounting and Business Support (the "DFABS") reports to the General Manager (GM), is part of the Senior Leadership Team and is responsible for the leadership and management of the financial functions of the Association including accounting, planning, treasury and general business support and development across all departments. Under the direction of the General Manager, the DFABS researches and recommends direct membership enhancement strategies. With the long-term financial health of TDA in mind, the DFABS works closely with the GM and Senior Leadership Team to identify overall business opportunities. This position functions as the Association's primary business/financial executive and a resource to the Association's management and its Board of Directors regarding financial affairs, including timely presentation and interpretation of financial results and forecasts, analysis of planned and contemplated changes to amenity operations or facilities, business opportunities, productivity improvement, and infrastructure maintenance and replacement. Tahoe Donner is one of the largest HOA's in the country with 6600 homes/home sites, several recreational amenities and 25,000 members.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develop, implement, and oversee sound accounting processes, including budgets, operations, reporting, analysis and control for both financial and physical assets.
- Work with staff, Committee members, and TDA Board to develop and present the annual budget while adhering to strict timeframes.
- Develop, implement and oversee sound treasury processes including cash management, investments, business analysis, , payroll and other payments, credit and collections.
- Formulate and assess future development strategies and potential business models across industry segments that can impact TDA's member and economic development for the long-term value of the organization and members.
- Formulate presentations for a variety of audiences, from highly detailed analyses to concise, summary versions.
- Develop and maintain databases and news / information sources for market intelligence related to other similar TDA operations
- With the GM, provide direction, analysis, and implementation for financial aspects of the planning process, including operating budgets, capital and project budgets and longer-term strategic planning.
- Oversee and direct the provision of financial business support for all Association activities, including amenities, homeowner support units, volunteer committees and the Board of Directors.
- Provide the GM, the Finance Committee and the Board of Directors with financial reports, projections, analysis, and recommendations regarding financial aspects of all amenities, supporting departments and marketing efforts to support these recommendations. Acts a staff liaison to the Finance and 5501 Committees.
- Communicate financial information to Association members when appropriate.
- Collaborate with operations departments in implementing program standards, cost of services, maintenance standards, and efficient staffing models to assure long-term stability and viability of these programs.
- Development of capital fund plan in collaboration with Director of Capital Projects.
- Develop, implement, and administer financial policies.
- Develop, implement, and oversee a process to ensure the Association is in compliance with all applicable laws and regulations and its governing documents and policies.
- Oversee the planning, development, operation and maintenance of financial and administrative computer systems and related technology.
- Select or approve and frequently directly oversee relationships with business service providers such as banks, auditors, investment managers, contractors, consultants, etc.
- Provide leadership, motivation, and management supervision for staff. Promote departmental effectiveness and efficiency and develop competent and motivated departmental teams. Recruit, train and evaluate assigned staff.
- Encourage professional development of staff through training, goal setting and performance reviews.
- As a member of the Association's senior management team, participate with the GM in collaborative efforts. Take on additional projects or responsibilities as the GM deems appropriate.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of finance, accounting and budgeting and cost control principles including Generally Accepted Accounting Principles and fund accounting are required. Demonstrate technical competence. Ability to rise above the details, interpret impact of the "numbers" and convey the "big picture" to senior management and the Board of Directors. Knowledge of automated financial and accounting reporting systems is required. Have or develop a basic understanding of Davis-Stirling and California Civil Code 5501 as related to HOA finance and budgeting. Have the ability to translate broad corporate strategies into clear, specific objectives and well-supported business plans. Knowledge of federal and state financial regulations. Ability to analyze business and financial data, recognize trends, potential deficiencies/problems and prepare reports, statements and recommendations. Ability to communicate in writing and verbally to a wide variety of interested parties, associates, team members, elected board members, association volunteers (Finance Committee) and property owners. Ability to motivate team and produce quality materials with tight timeframes and simultaneously manage several projects. Possess personal characteristics such as integrity, diligence, reliability and initiative. Ability to participate and facilitate group meetings.

Demonstrated ability to assess and translate significant quantities of data into information and discern key findings, including ability to synthesize, develop, package, and communicate concise, logical, fact-based presentations, and make well-founded recommendations. Demonstrated ability to design sound business strategies based on a structured approach, integrating scientific, commercial, and financial analyses that enable business success and create tangible enterprise value. Demonstrated network of, and relationships within industry including current and potential external business partners, and industry executives. Prior experience in preparing written reports and presentations to senior management and Boards of Directors.

The ideal candidate will be skilled at managing multiple, competing priorities, have patience and maturity to build strategic relationships and possess an ever-present point of view towards the future. The ideal candidate will demonstrate an innate curiosity and ability to anticipate and adapt to new innovations, competitive threats and changing customer needs.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university in accounting/finance and 8 to 10 years of professional level experience in senior level financial and or accounting positions; two years at the senior level is required. A Master's Degree in business administration with an emphasis in accounting is desirable. CPA preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

SUPERVISORY RESPONSIBILITIES

Manages one Controller who oversees a total of 8 to 9 employees in the Accounting Department. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.