

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Financial Services Director GRADE: 38 DATE: 8/5/2020
SERIES: Corporate Accounting and Finance CODE:1274 EEO: Official Admin FLSA: Exempt

Class Definition:

Under general direction, manages the Corporate Financial Services Division of the Corporate Finance Department; that includes Payroll, Enterprise Resource Planning Systems (ERP), Department Administration and Budget. The work has substantial Commission-wide impact, on financial products, services, programs or systems including high profile or high stakes matters. Directs, manages and controls the day-to-day operations including planning, program development, process/system improvements and budgeting. Performs difficult financial management and administrative work requiring extensive knowledge of complex principles and practices of local governmental financial management systems and programs. Assists and serves as back-up for Secretary/Treasurer for planning, development and implementation and support of Corporate Finance Department work programs. Interacts with staff and management in the Corporate Finance Department and Commission-wide ensuring services are meeting internal customers' needs and requirements. Assesses diverse operational needs of Commission departments and determines departmental solutions while mitigating conflicts in interests among different departments. Develops and monitors department budget. Stays informed of emerging technologies related to Commission-wide payroll and timekeeping software developments. Assists Secretary/Treasurer in developing policies and procedures and internal controls. Ensures Corporate Finance Department activities are completed according to local and government regulations consistent with laws governing Payroll, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) and that systems within Finance are in compliance. Plans the work of, and organizes and manages, the Division through subordinate unit managers and staff; oversees the work of consultants and contractors. Performs a full range of supervisory functions; controls all Division resources. Some work is highly confidential and highly sensitive. Leads the Division's management leadership team and serves as a key member of the Department's management leadership team. Applies extensive knowledge of the principles and practices of governmental financial management regulations, processes and programs as well as knowledge of key Commission work programs and initiatives and other Commission-specific information altogether to ensure the Commission's operating accounting programs, products and services are effective. Performs intensive analyses and assessments of multiple, interactive variables, including uncertainties, to determine effects. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise, obtain agreement or compliance, present, defend, convince or persuade and achieve other desired actions concerning highly complex or sensitive matters. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities and resources. The incumbent plans and manages all unit work within this framework and is held accountable for provision of effective products and services, including soundness of management advice and achievement of Division goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for unmanageable problems. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors such as skill and ingenuity in overcoming technical and non-technical problems including teamwork and intra-agency and interagency coordination challenges.

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Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision (±30-45%)

- Manages the Corporate Financial Services Division; which includes Payroll, Enterprise Resource Planning Systems (ERP), Department Administration and Budget units. Keeps Division staff informed of Commission policies and procedures; establishes work program goals and objectives of the Division; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the Division; develops, recommends and administers approved Division budgets (controls expenditures); manages Division staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory human resource (HR) management functions Division-wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.

2. Quality Assurance/Quality Control/Related (±30-40%)

- Manages the Commission-wide payroll and timekeeping programs. Assesses ongoing informational, business needs and develops technology strategies to be incorporated Commission-wide. Plans, acquires, implements and supports various automated financial systems (i.e., payroll, procurement, General Ledger (GL), document imaging). Incorporates internal controls and security. Conducts research on emerging technologies. Reviews technical literature, stays informed of the latest ERP software developments. Attends professional conferences to identify new programs, equipment, and software that may be useful to the Department and/or Commission.
- Plans, develops and administers a wide variety of administrative and financial management systems/programs on a Commission-wide and Department-wide basis (administrative policies, rules, procedures and internal controls). Represents the Department/Division(s) on committees. Works with Secretary/Treasurer to develop, review and approve administrative policies. Meets with Secretary/Treasurer and other senior management and staff to define financial issues and recommends policy and procedures with respect to the Commission's budget, administrative, systems and other Commission-wide matters. Provides assistance and guidance to operating units in the financial management of their program.
- Assist Secretary/Treasurer in planning, development, implementation and support of various Corporate Finance Department work programs. Serves as Secretary-Treasurer in absence of Secretary/Treasurer, as needed.

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- Develops the Department budget. Prepares annual budget and supporting documentation. Monitors revenue and expenditures. Seeks efficiencies where possible. Identifies issues with budget and develop solutions. Monitors expenditures. Approves purchases. Obtains bids and price quotes. Initiates purchase orders and check requests. Monitors work of contractors. Approves payments.
- Plans and manages division(s) of the Corporate Finance Department. Manages division's budget. Plans administers, controls and monitors performance of work programs. Works with Commission management to assure appropriate planning and utilization of resources (fiscal, computer, personnel).
- Defines and establishes goals, objectives and priorities. Develops programs and related performance standards. Recommends and implements sound financial and administrative policies and procedures. Reports on performances of work programs and prepares annual reports of accomplishments for the Corporate Finance Department to the Commission.

3. Other (±10-20%)

- Serves as a key member of the Department's management leadership team. Leads the Division's management leadership team. Identifies, recommends and implements new work methods, policies and procedures to enhance productivity and effectiveness. Works with all division chiefs within the Department, and Commission-wide works with broader scope and higher level management teams as well as interagency teams, to resolve problems, enhance inter-staff or interagency teamwork, develop and implement Commission-wide, Department-and Division-wide changes in policies and procedures, and implement the work programs. Makes presentations to the Department Director and higher-level management concerning proposed changes in policies, procedures, and work methods. Ensures representation of the Department in Commission-wide initiatives.
- Maintains confidentiality of data, including legally-protected personal information, sensitive programmatic data, and other sensitive information.
- Stays informed of developments in the financial administrative domains, and of changes in guidelines applying to the areas of work focus.
- Communicates and interacts effectively with business contacts including managers and staff throughout the Commission, members of the Executive Committee. Establishes and maintains or enhances working relationships, including teamwork, with internal and external contacts. Actively listens to ascertain key information, including perspectives, concerns, wants and needs of stakeholders, in relation to financial administrative matters; seeks to obtain agreement, gain compliance or achieve other desired results.

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- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating (email), word processing, accounting-banking-investing, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions.

Important Worker Characteristics:

- A. (1) Extensive knowledge of, and skill in applying, the principles, theories, and practices of governmental finance management and at least one of the following: (a) budgeting; (b) purchasing; (c) payroll and Federal and State regulations governing payroll*; (d) cash management; (e) auditing; the negotiation and management of complex contracts and financial transactions; and (f) financial systems.
(2) Knowledge of (a) public sector fund, budgetary and encumbrance accounting; (b) auditing; (c) business administration; (d) computer science; (e) Commission operating departments, needs and political landscape*; (f) equal employment opportunity; (g) research methods and statistical analysis; (h) trends in financial management technology.
(3) Knowledge of Commission organization, policies, and procedures (including accounting and investing processes, account codes, funding sources and other accounting and investing specific information).*
- *Typically acquired or fully developed primarily after employment in this job class.*
- B. Management/supervisory skills to effectively manage and develop professional staff, monitor performance, develop and evaluate performance goals, train and develop skills and abilities, provide leadership, follow Commission personnel policies and procedures and recognize and recommend personnel actions including recruitment, selection, promotion, transfer and discipline.
- C. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and developing solutions. Examples include solving complex problems involving many variables.
- D. Considerable skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other desired action(s). This includes skills in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, skill in encouraging effective communication by others such as line managers concerning problems, skill in communicating effectively with various stakeholders having diverse viewpoints concerning complex or highly sensitive issues.
- E. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team concerning highly complex or highly sensitive matters.

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F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Accounting, Business Management, Business Administration, Information Systems/Computer Science, or any related field.
2. Eight (8) years of progressively responsible experience that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 12 years.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.