

The Maryland-National Capital Park and Planning Commission

TITLE: Deputy Finance Director GRADE: 40 CODE: 1275 DATE: 1/19/202
SERIES: Corporate Accounting and Finance EEO: Official Administrator FLSA: Exempt

Class Definition:

Under administrative direction of the Secretary-Treasurer within the Corporate Department of Finance, manages day-to-day operations, staff and programs for the Department including Payroll, Enterprise Resource Planning Systems (ERP) financial and timekeeping systems, Treasury Operations and Debt Management, and Administration and Budget (or similarly identified units). Work is highly confidential and sensitive. Duties include program and operational planning, program development, process/system improvements, developing and monitoring the department budget, and performing the full range of direct and indirect supervisory functions through subordinate unit managers and overseeing the work of consultants and contractors. Incumbent serves on the Commission's management leadership team and the department's leadership team; formulates policies that ensure consistent standards throughout the Commission. Assesses diverse operational needs of Commission departments and determines departmental solutions while mitigating conflicts of interest among different departments; provides thought leadership, visioning and strategic planning of finances for the Commission through collaborative decision making and consensus building. Designs policies and procedures and internal controls and implements appropriate workflows for efficiency and effectiveness; and ensures Corporate Finance Department activities are completed according to local and government regulations consistent with laws governing Payroll, Investments, Debt Management, Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB) and that systems within the Department of Finance are in compliance. Work has substantial Commission-wide impact on financial/investment and debt management/arbitrage products, services, programs, or systems including high profile or high stakes matters and may have significant reputational or fiscal implications for the Commission. Builds partnerships with all departments and outside stakeholders so that the department supports their business needs through innovative programming and integrative systems that are practical and cost effective. Work requires independent thinking and judgement, including a high level of critical thinking, analysis and problem solving. Incumbent performs difficult financial management and administrative work requiring extensive knowledge of complex principles and practices of local government financial management systems and programs and performs and directs highly specialized forms of analysis in consideration of long-term financial endeavors including financial modeling of multiple, interactive variables involving uncertainties. Stays informed of emerging technologies as it relates to financial systems and any electronic systems that support departmental programs, examples are timekeeping and payroll technologies. Acts in capacity of Secretary-Treasurer in absence of Secretary-Treasurer as needed.

Applies expert and extensive knowledge of the principles and practices of governmental financial and accounting management regulations, processes, and programs as well as knowledge of administrative key Commission work programs and initiatives and other Commission-specific information altogether to ensure the Commission's operating, accounting, financial, and investment programs, products and services are effective. Performs intensive analysis and assessments of multiple, interactive variables, including uncertainties, to determine effects. Interacts with top levels of management and technical specialists inside and outside the Commission to exchange information, coordinate, instruct, guide, advise, and obtain agreement

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or compliance, present, defend, convince or persuade others concerning highly complex and sensitive matters; as well with staff and management in Corporate Finance Department within the Commission and in other agencies ensuring services meet internal customers' needs and requirements. 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. Incumbent plans and manages all Departmental work within this framework and is held accountable for the provision of effective Finance products and services, including soundness of management advice to senior and top management and achievement of departmental and Commission goals. Incumbent is expected to keep the Department Head informed and to seek assistance only for problems beyond their scope. 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 other factors.

Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision (±30-40%)

- Manages the Corporate Financial Services Division, which includes Payroll, Enterprise Resource Planning (ERP), Department Administration and Budget Units, Treasury Operations and Debt Management, development and implementation of commission-wide financial policies, the production and publication of various financial reports, the maintenance of the Commission's bond credit rating in relation to the sale of municipal bonds, and the investment management of all Commission surplus funds.
- Keeps division and department staff informed of Commission policies and procedures; establishes work program goals and objectives for the division; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the division; develops, recommends and administers approved division and department 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 the full range of supervisory human resource (HR) management functions for assigned unit(s) and department. 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.

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

- Manages the Commission-wide financial, 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 to ensure systems are efficient and effective at service delivery. Conducts research on emerging technology and modern financial management practices. Reviews technical literature and 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 the 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 as needed. Works with the Secretary-Treasurer to develop, review and approve administrative policies. Meets with Secretary-Treasurer and other senior management staff to define financial issues and recommends policies 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 programs.
- Assists 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.
- Is responsible for producing and monitoring all departments work products and being creative and innovative with product design. This includes a variety of different financial and administrative reports. Is responsible for overall department quality and quality control of programs, services, and reports.
- Develops the department budget together with division managers and Secretary-Treasurer. Prepares annual budget and supporting documentation. Monitors revenues and expenditures. Seeks and recommends efficiencies where possible. Identifies budgetary issues and develops solutions. Approves purchases. Obtains bids and processes quotes for departmental purchases. Initiates purchase orders and check requests. Monitors work of contractors and approves payments.
- Plans and manages division(s) of the Corporate Finance Department. Manages the division's budget. Plans, administers, controls and monitors performance of division work programs. Works with Commission leadership team to assure appropriate planning and utilization of resources (fiscal, computer/technology, personnel).

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- 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.
- Manages the Commission's debt program including working with financial advisors, bond counsel, Legal Department, and other agencies to secure financing in public markets. Manages post issuance compliance including arbitrage rebate calculations.
- Manages the Commission's Treasury Operations including the investment of all surplus cash and the writing and compliance with Corporate Investment Policy.
- Is the Commission's Administrator for the IRS 115 OPEB Trust including all duties inherent in administering outside consultants, performing bids for professional services, and monitoring Investments. Ensures compliance with Trust Agreement and MOU between the Trust and the Commission.
- Serves as a voting member of the IT Council that administers Commission-Wide Information Technology (CWIT)

3. Other (±10%-20%)

- Serves as a key member of the department's and Commission'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.
- Fosters high standards of ethics, integrity, transparency, organizational responsibility and commitment to public service. Assists in fostering these attributes amongst senior management.
- Maintains confidentiality of data, including legally protected personal information, sensitive programmatic data, and other sensitive and confidential information.
- Stays informed of developments in the financial administration, debt management, payroll, and treasury/investment areas, and of changes in best practices and laws and guidelines as promulgated by industry leaders and applying these to areas of work focus.

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- Presents information to the Department Director and senior management concerning proposed changes in policies, procedures, and work methods. Ensures representation of the department in Commission-wide initiatives.
- Communicates and interacts effectively with business contacts including managers and staff throughout the Commission, and senior Commission leadership. 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 all stakeholders, in relation to financial administrative matters; seeks to obtain agreement, gain compliance or achieve other desired results.
- Uses technology 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 as needed.

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; (f) the negotiation and management of complex contracts and financial transactions; (g) general accounting (i.e. Generally Accepted Accounting Principles (GAAP)); (h) treasury operations; (i) debt management; and (j) software applications such as spreadsheet and word processing and financial and accounting management systems.
- (2) Knowledge of, and skill in (a) change management including but not limited to, assessment of the organization's willingness, readiness and ability to change, development of a strategy for change driven by the organization's top management and oversight of change management activities; (b) project management, including but not limited to, designing, developing, planning, budgeting, scheduling, implementing, and evaluating work and project milestones.
- (3) 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; (i) internal controls; (j) policy development and implementation; (k) customer service; and Commission organization, policies and procedures (including accounting, debt management 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.*

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- 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 in order to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include solving complex problems involving many variables, resolving discrepancies in accounting/payroll records, developing short-and long-term work program and goals and objectives, recommending resource allocation across the department, staying current with latest in financial and operating trends to proactively prepare for and respond to emerging issues, and managing resources appropriately in support of Commission goals and objectives.
- 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, at times be convinced or persuaded or take desired action. This includes skills in active listening to ascertain key information, including perspectives, concerns, wants and needs of others, skill in encouraging effective communication by others such as division and line managers concerning financial problems, skill in communicating effectively with various stakeholders having diverse viewpoints concerning complex and/or highly sensitive financial issues. Examples include development and deployment of financial policies and standards, interpreting regulatory standards governing finance/accounting, writing memoranda communicating new standards or processes to stakeholders.
- E. Interpersonal skills to interact effectively with various stakeholders of varying degree of financial and systems knowledge in a business like, customer service-oriented manner; this includes establishing and maintaining effective working relationships and working as a member of a leadership team concerning highly complex, often confidential, and sensitive matters.
- 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. Ten (10) years of progressively responsible experience, which includes three years of management experience.

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3. An equivalent combination of education and experience may be substituted, which together total fourteen (14) years.
4. Certification as a Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) or equivalent.
5. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

Working Conditions:

Works mainly 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.