

EMPLOYEES' RETIREMENT FUND OF THE CITY OF DALLAS
JOB DESCRIPTION

JOB TITLE: Chief Financial Officer
REPORTS TO: Executive Director

SUMMARY: The Chief Financial Officer's overall responsibility is management of the financial aspects of the Employees' Retirement Fund (the FUND). This includes financial reporting on a timely basis, maintaining custodial relationships, cash management, budget preparation, coordination of annual audit, and overall interface between the FUND and the City of Dallas regarding all financial transactions.

The Chief Financial Officer reports to the Executive Director and works closely with Board of Trustees and directly supervises the finance and accounting staff.

Ideal applicants must have extensive public sector financial management experience and outstanding communications skills (written, oral and interpersonal). The applicant should have excellent project management ability, be able to interpret complex financial data concisely to a range of different audiences, be positive and solution oriented, and able to manage change in a growing organization. The applicant should be able to motivate staff, help establish realistic performance goals and evaluate staff for goal achievement, including compensation and responsibility enhancement. The ideal candidate has the highest level of integrity, an excellent work ethic, enjoys supervising and building a team, and has the ability to perform professionally and prioritize in a fast-paced environment.

Primary Responsibilities:

- Financial Management and Compliance
 - Responsible for oversight of day-to-day finance and accounting operations (including investment accounting, general ledger, accounts payable and receivable, fixed assets, prepaids, credit card expense reporting, payroll processing) to ensure timely and accurate financial information with appropriate internal controls.
 - Prepare timely and accurate financial reports monthly, quarterly, and annually in accordance with GAAP as well as provide other financial information to the Executive Director, other members of the Management Team, as appropriate, to inform decision making and action initiative. Financial performance reports are to be comparative to budget and historical data.
 - Payroll review and approval
 - Vendor management from a finance and operational perspective.
 - Maintain banking relationships and serve as primary liaison with financial institutions.
 - Manage the annual budgeting process, based upon most recent data and information available including preparing projections from departmental operating plans and conducting financial review and analysis to present budget scenarios for Management and Board discussion prior to finalizing subsequent

fiscal year budget.

- Provide financial input to long-term strategic plan development
- Lead annual audit process, ensuring year-round compliance with GAAP and governmental accounting standards.
- Lead timely and accurate preparation of all IRS and other information as required by governing bodies.
- Review and manage, and establish as needed, new internal systems and controls, operations, processes and financial procedures to ensure the integrity of financial information and reporting.
- Communicate with staff and board, orally, in writing, through reports and visual representation, to provide financial updates and overviews, support a strong culture of financial oversight, and support staff and board fiscal literacy.
- Evaluate and administer risk management and insurance policies.

Qualifications:

- Minimum of 8 years successful financial management experience in positions with increasing responsibility in a government with a budget of \$100M or more;
- Bachelor's degree in finance or accounting or related field, CPA or master's degree preferred;
- High-level knowledge of GAAP for governmental accounting;
- Experience conducting month-end and year-end close, cost allocation, budget creation and management, cash management;
- Excellent oral and written communication skills with the ability to extract meaning from numbers and present analysis clearly and concisely to people with widely varying degrees of financial knowledge;
- Demonstrated experience and expertise with Excel and other Microsoft Office applications;
- Proven skills in managing staff and ability to build and support effective teams;
- Excellent interpersonal skills with ability to form strong relationships with staff in a supportive and confidential role;
- Strong critical thinking and creative problem-solving skills; able to balance attention to detail with big-picture thinking;
- Highly motivated and highly organized and able to juggle competing priorities;
- Flexible, with a sense of humor, comfort with change, and a positive and infectious attitude;
- High level of integrity and professionalism

How to Apply:

Please send you're a complete cover letter and resume to detheridge@dallaserf.org. No phone calls please.