



# JOB ANNOUNCEMENT

## DIRECTOR OF FINANCE

FULL TIME-EXEMPT + BENEFITS

North of the River Recreation and Park District (NOR) is a Special District operating under Section 5780 of the California State Code. Policy making functions are carried out by a five-member Board of Directors. Three members are appointed by the Kern County Board of Supervisors and two by the City of Bakersfield. In July of each year the Board of Directors votes on a budget to carry out operations for a one-year period (July 1 – June 30). The major sources of revenue for the District are property taxes, program fees, grants and developer fees.

NOR plans, organizes and conducts a wide variety of park and recreation programs within the designated NOR boundaries. NOR is 215 square miles in size, has a population of 136,000 residents, and encompasses six school districts. Included within our service boundaries are 24 park sites totaling 269.8 developed acres and two undeveloped park sites totaling 49 acres. Hundreds of classes/programs are offered each year for public participation. Programs are conducted for all ages including infants through senior citizens.

Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

**Apply online at <https://www.governmentjobs.com/careers/norfun/>. Requires a current DMV printout when applying. Current employees contact the HR office for instructions on how to apply.**

**DEADLINE FOR APPLYING: Wednesday, March 5, 2025**

**BASIC FUNCTION:** As the Chief Financial Officer for the District, formulates fiscal plans and policies in support of the District's goals and program directions. Provides financial oversight for the District and is responsible for the entire range of financial management, from daily operations to high-level management.

**STARTING RATE:** \$45.99 - \$50.71 pr/hr

**SALARY RANGE MAXIMUM RATE:** \$61.63 pr/hr

**REPORTS TO:** General Manager

**SUPERVISES:** Business Office staff

**QUALIFICATIONS:** Equivalent to a BA degree in business or finance with a concentration in accounting and 4 years of progressively responsible experience in governmental finance, accounting, and budgeting to include two years supervisory experience. Strong computer skills; and familiar with employee benefit and pension administration and regulatory reporting helpful. Or, have any combination of training and experience that would provide the knowledge and skills to successfully perform the essential duties of this position. Must possess a valid California driver's license. Knowledge of operation of a governmental financial and data processing system; Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board (GASB), budgeting and treasury management; purchasing practices and procedures; management and supervision; public administration or business principles and practices; financial management information systems; related computer applications. Ability to effectively supervise the flow of work and the systematic keeping of complete and accurate records; analyze and verify financial records and documents; prepare comprehensive financial reports; collect, evaluate and interpret varied information and data; prepare clear, concise and complete narrative and statistical reports and other written materials; evaluate alternatives and reach sound conclusions; exercise sound independent judgment within established guidelines; interpret and apply laws, regulations, policies and procedures such as Governmental Accounting Standards Board (GASB) pronouncements; plan, direct and evaluate the work of staff; coordinate multiple projects and meet critical deadlines; maintain effective working relationships; use Microsoft Office and other finance/accounting related software. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to correction and feedback from a supervisor.

**CONDITIONS OF EMPLOYMENT WITH THE DISTRICT:** An offer of employment will be contingent upon the following:

a) background investigation including a fingerprint clearance through the Department of Justice; b) post offer medical and a Drug

Screen; c) verification of your identity and citizenship or legal right to work in the United States; d) valid CA Driver's License, (or obtain within 30 days of hire) and driving record must comply with District driving standards.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Working conditions are in a standard office environment to include, sitting at a desk for long periods of time, constantly working with a computer, heavy data input, and regularly required to communicate with the Board, staff, and outside agencies either by telephone, email, or in person. On occasion, may be exposed to weather conditions prevalent at the time due to traveling from one location to another for the purposes of meetings, trainings, workshops, seminars, and conferences within the district and to other locations.

The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**QUALITY ASSURANCE:** All employees are expected to provide outstanding customer service; serve the public and interact with co-workers and others in a positive, courteous, and professional manner; maintain a respectful attitude; and are responsible for the efficient and effective delivery of services. Supervisors will perform their supervisor duties to comply with district policies and state and federal personnel laws to create a cooperative, safe, respectful, and quality work environment.

**DUTIES AND RESPONSIBILITIES:** The following typical tasks and responsibilities are representative of the position's essential duties within the assigned areas.

- **DISTRICT ACCOUNTING FUNCTIONS** - Responsible for the day-to-day operation of all District accounting functions. This includes general ledger recordkeeping and reporting, accounts payable, cash, purchasing, receivables, payroll, fixed assets, construction accounting, procurement, and contracts. Set up systems and policies to maintain an operation consistent with governmental finance and accounting standards.
- **DISTRICT ACCOUNTING:** Evaluate and coordinate development of new procedures for District accounting systems.
- **DISTRICT BUDGET** - Coordinate preparation of District annual budget and presentation to Board of Directors. Work entails maintaining a budget system comparing historical information and current expenditures to actuals. Detailed analysis of budget status and detailed analytical reports for management review.
- **Audit:** Works closely with the district's auditors.
- **DISTRICT FINANCIAL REPORTS** - Responsible for preparing the District Comprehensive Annual Financial Report and required reports for regulatory agencies and supports financials of the NOR Foundation, Neighborhood Place Program, and Expanded Learning Program partnerships.
- **PROGRAM REGISTRATION** – Ensure that the registration financial process and procedures are in compliance with the District's financial policies and procedures.
- **PERSONNEL:** Responsible for employee relation functions including, but not limited to managing staff, recommending hiring, scheduling and delegating work assignments, meetings, training and development, performance evaluations, reports on potential or actual employee performance problems and recommends any disciplinary action.
- **Reports accidents and unsafe conditions and provides follow-up information as needed.**
- **Responds to and resolves difficult and sensitive citizen inquiries and complaints.**
- **MEETINGS AND TRAINING:** Responsible for conducting, attending, and participating in meetings and training to include monthly Board of Director's meetings, and is a member of senior management and leadership team;
- **May represent the District in meetings with community organizations, government agencies, boards, and commissions; and respond to inquiries for service from interested community groups and citizens.**
- **Must maintain all required training designated for the position.**
- **Performs other duties as needed.**

**Benefits include:**

- ◆ **VACATION, SICK, & HOLIDAYS**
- ◆ **EMPLOYEE MEDICAL INSURANCE**
- ◆ **EMPLOYEE & DEPENDENT(S) DENTAL & VISION INSURANCE**
- ◆ **CAL-PERS – Retirement System**
- ◆ **GROUP LIFE INSURANCE**
- ◆ **TRAVEL INSURANCE**
- ◆ **SHORT / LONG TERM DISABILITY INSURANCE**

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**AN EQUAL EMPLOYMENT EMPLOYER**

North of the River Recreation and Park District, 3825 Riverlakes Dr, Bakersfield, Ca, 93312 (661) 392-2000

[www.norfun.org](http://www.norfun.org)

# DIRECTOR OF FINANCE - SUPPLEMENTAL QUESTIONNAIRE

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

1. Yes, I understand and agree
2. No, I do not agree
3. Describe in detail your role in preparing an annual budget for an organization. Please identify the size of the organization.
4. Describe in detail your role in preparing comprehensive financial reports.
5. Describe in detail your responsibilities in working with outside auditors and maintaining a strong system of internal controls.

**6. Describe in detail your experience in governmental accounting.**

**7. Describe in detail your experience and responsibilities for overseeing a department.**

**8. List any computer software including accounting programs, that you've worked with and rate your skill level from 1 to 5, 1=Beginning; 3= Intermediate; and 5=Advanced.**