



## **Job Announcement**

### **Director of Finance and Administration**

#### **Position Summary**

The Ohio River Valley Water Sanitation Commission (ORSANCO) seeks a strategic leader for the role of Director of Finance and Administration. Reporting to the Executive Director, this position will manage daily financial tasks, ensure compliance with regulations, and serve as a liaison for Commission committees. The starting salary ranges from \$95,000 to \$105,000 based on experience and qualifications.

The Director oversees financial operations and administration, supporting ORSANCO and its affiliated Foundation for Ohio River Education (FORE).

#### **Duties and Responsibilities**

Financial Management: The main responsibilities include collaborating with the Executive Director on the preparation and monitoring of the annual budget, the annual audit and all facets of the ORSANCO financial policies.

Human Resources: Overseeing HR responsibilities for 23 employees including onboarding new staff, yearly benefit renewals and employee performance reviews.

Management: Supervision of 3 employees, including IT Administrator, Senior Accountant, and part-time building maintenance employee.

#### **Education and Experience Requirements**

Candidates for this position should possess a minimum of a bachelor's degree in accounting, finance, business administration, or related field, along with at least five years of progressively responsible management experience in accounting and finance. Experience with accounting software, annual audits and budget preparation is also important. Experience in accounting for federal and state grants, as well as Human Resources is preferred.

#### **ORSANCO Benefit Package**

ORSANCO offers a comprehensive benefits package designed to support the well-being and professional growth of its employees. This package includes a variety of health, retirement, and work-life balance benefits to ensure that employees are both supported and motivated in their roles.

Candidates must apply for the Director of Finance and Administration position on the ORSANCO's website at [www.orsanco.org/about-us/employment](http://www.orsanco.org/about-us/employment). Applications will be accepted through January 31, 2025, or until the position is filled. ORSANCO is an Equal Employment Opportunity employer.



## OHIO RIVER VALLEY WATER SANITATION COMMISSION

### JOB DESCRIPTION

**Title:** Director of Finance and Administration

**FLSA Status:** Exempt

**Reports To:** Executive Director

**Starting Salary Range:** \$95,000 - \$105,000 per year

### Position Summary

The Director of Finance & Administration serves in a strategic leadership role whose primary responsibility is to oversee the financial operations and administrative functions of the organization. This individual is tasked with managing daily operations in finance, human resources, and general administration for the Commission and its affiliated Foundation for Ohio River Education (FORE), ensuring ORSANCO's resources are managed efficiently and aligned with organizational goals. The Director of Finance & Administration reports directly to the Executive Director and supervises the finance and administrative staff. They also serve as a liaison to the Commission's Program & Finance, Personnel, Pension, and Audit Committees.

### Duties and Responsibilities

#### **Financial Management**

- **Budget Development and Oversight:** Collaborate with the Executive Director and program managers to prepare and manage the annual budget. Monitor expenditures and revenues to ensure financial stability and compliance.
- **Financial Reporting:** Prepare and present regular financial reports to the Executive Director and Commission, offering insights on financial performance and strategic recommendations, while ensuring compliance with all regulations.
- **Audit and Compliance:** Oversee audit activities and ensure compliance with federal, state, and local regulations. Lead preparations for annual audits and liaise with external auditors.
- **Develop Fiscal Policies:** Create and implement policies and procedures for effective fiscal management.
- **Fiscal Advisor:** Serve as the primary advisor to the Executive Director on financial management matters.
- **Fund Investment:** Invest Commission's funds in accordance with Ohio regulations for public fund collateralization.
- **Procurement Authorization:** Authorize fund availability for procurement following established procedures.
- **Insurance Oversight:** Ensure all necessary insurance policies are current and valid.
- **Contracts and Grants Review:** Review all grants and contracts prior to execution by the Commission.
- **Grant Management:** Provide support to staff in preparing and managing grants and funding proposals to ensure compliance with grant requirements.

#### **Human Resources**

- **Policy Development & Implementation:** Implement and maintain the ORSANCO Policy Manual, ensuring compliance with legal standards.
- **HR Advisor:** Advise the Executive Director on human resources matters.
- **Staff Collaboration:** Work with management on hiring and promotions, assisting with interviews and salary determinations.
- **Compensation Surveys:** Conduct periodic external salary & benefits surveys and recommend adjustments as appropriate.
- **Benefits Review:** Review employee benefits periodically and recommend revisions; negotiate annual health insurance plans.
- **Recruitment and Staffing:** Lead recruiting efforts and develop effective onboarding processes.
- **Employee Relations:** Serve as primary employee contact for human resources related issues.
- **Performance Management:** Develop and implement performance review systems, providing guidance to managers in evaluating employee performance.

#### **Information Technology & Facility Management**

- **Systems & Facility Management:** Provide general oversight of IT and facility maintenance staff.

**Education and Experience Requirements**

A minimum of a bachelor's degree in accounting, finance, business administration, or a related field is required. Candidates should possess at least five years of progressively responsible management experience in accounting and finance. Hands-on experience with accounting software is essential, along with familiarity with annual audits and budget preparation. Experience in accounting for federal and state grants, especially in a non-profit context, is preferred to demonstrate an understanding of compliance and reporting requirements specific to grant funding. A background or reasonable understanding of human resources and information technology functions is advantageous. Proven capability to supervise staff effectively is also required, along with the ability to analyze financial data, prepare financial reports, and clearly present findings to stakeholders, ensuring transparency and accountability.