Job Description

Position:	**Director of Finance & Administration**	**FLSA Status:**	**Exempt**
Department:	**Administration & Finance**	**FTE:**	**Full Time**
Reports to:	**General Manager**	**Revised:**	**November 2025**

DEFINITION:
Under general direction from the General Manager, plans, directs, organizes, integrates, manages and provides oversight of the Finance & Accounting and Administration departments; serves as ReGen's chief financial officer, risk manager and office administrator; directs and manages the development of short and long-term goals and objectives consistent with the Strategic Plan and ensures their effective execution; ensures all assigned functions serve the needs of ReGen in compliance with applicable laws and regulations; provides complex administrative support to the General Manager and fills in for the General Manager as needed.

DISTINGUISHING CHARACTERISTICS:
This position is responsible for managing and integrating a wide variety of functions, programs, staff, and comprehensive financial services and activities. Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of resources in serving ReGen's mission. Incumbent is a member of the Senior Team and provides advice and counsel to the General Manager regarding strategic policy.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of essential functions. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address ReGen financial needs; advises the General Manager regarding policy issues, programs and projects to meet ReGen and customer needs; advises and assists the General Manager in identifying, articulating and implementing policies, programs and projects.
- Prepares, manages, and coordinates the development of ReGen's general budget and capital improvement budget; develops revenue forecasts and monitors expenditures; discusses and resolves budget issues with appropriate staff; reviews and evaluates work methods and procedures to ensure budget adoption prior to July 1 of each year.
- Participates in the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with ReGen's interests and needs; represents ReGen as requested or assigned in dealings with constituent agencies in ReGen's service area, and with other industry and governmental agencies and professional organizations.
- Responsible for financial reporting and management, financial planning, payroll, and revenue collections for ReGen; oversees bond issuance and refinancing; administers bond programs and secures tax-exempt and other types of financing.
- Supports the General Manager with business development and all revenue generating opportunities.
- Provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Responsible for the administration of the procurement program and for establishing best practices in all related activities, processes, procedures, systems.

- Oversees and participates in the annual review and revision of ReGen's rates structure and charges; develops strategies and approaches for evaluating rate change alternatives; directs the development and recommends proposed rates; attends and participates in public meetings and rate hearings; oversees the implementation of new rates following board approval.
- Develops, implements and monitors short and long-term plans, goals and objectives in support of ReGen's mission, Strategic Plan and Board priorities; directs the development of assigned department operating and capital improvement budgets; monitors implementation of adopted budgets.
- Serves as the Skelly Officer in the disciplinary process.
- Provides day-to-day leadership and works with senior management team members to ensure a high performance, customer service-oriented work environment consistent with sound management principles and ReGen mission and values.
- Within assigned areas of accountability, serves as ReGen's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.
- Participates in major negotiations with contractors, consultants, vendors and other public agencies.
- Participates in regional, state, national and other professional meetings and conferences to stay abreast of trends and technology related to ReGen operations, particularly in areas of assigned accountability.
- Plans, organizes and evaluates the work of assigned departments to ensure services comply with the policies and strategic direction and all applicable laws and regulations.
- Administers ReGen's risk management program and manages third party claims processes.
- Evaluates, and recommends improvements to administrative and financial internal control systems and procedures to ensure compliance; directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy, and compliance with appropriate laws, ordinances, and regulations.
- Oversees and is responsible for planning and execution of all finance and accounting activities including employee pension and deferred compensation administration.
- Participates in labor union negotiations as needed and supports the negotiation team with financial costing and analysis.
- Assists in the preparation of Requests for Proposal (RFPs) for equipment and services; represents the ReGen in negotiations with vendors and service contractors, and participates in contract administration in disputed contractual matters.
- Prepares staff reports and letters, including reports for presentation to the Board of Directors.
- All ReGen positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other ReGen employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.

SUPERVISORY RESPONSIBILITIES:

- The incumbent provides direct supervision of 3-4 employees and has oversight of the Finance & Accounting Department and the Administration Department.

QUALIFICATIONS AND RESPONSIBILITIES:

The following generally describes the knowledge and ability required to successfully perform the assigned duties.

KNOWLEDGE OF:

Accounting and Financial Management:

- Principles and practices of general fund and governmental accounting, including financial statement preparation and methods of financial control and reporting.
- Principles and practices of cost accounting and fixed asset accounting.
- Internal control and audit principles and practices.
- Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, and Government Finance Officers Association (GFOA) standards.
- Financial administration, debt management, and fund accounting in a public agency setting.

Public Administration and Operations:

- Advanced principles and practices of public administration, including organizational development, budget preparation, and program evaluation.
- Principles and practices of budgeting, purchasing, and maintenance of public records.
- Organization and functions of an elected Board of Directors.
- The Ralph M. Brown Act and other laws and regulations governing the conduct of public meetings.
- Pertinent federal, state, and local laws and regulations.
- Methods and techniques used in labor relations, collective bargaining, and labor contract administration.
- Principles of supervision, training, and performance management.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint).
- Experience with budgeting and financial management software.

Analytical and Administrative Practices:

- Research methods, statistical analysis, and data interpretation.
- Techniques for effective report writing and presentation.

SKILLS AND ABILITY TO:

- Analyze complex problems, identify alternative solutions, project the consequences of proposed actions, and implement effective recommendations.
- Plan, organize, and direct the financial operations and administrative functions of a large, complex public utility or solid waste management system.
- Prepare and administer large and complex operating and capital budgets.
- Develop and implement appropriate financial and administrative procedures and internal controls.
- Prepare clear, concise, and comprehensive financial, administrative, and analytical reports.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Understand, interpret, and apply ReGen policies and procedures.
- Present proposals and recommendations clearly, logically, and persuasively in public meetings.
- Represent the organization effectively in negotiations and interagency coordination.
- Exercise sound, independent judgment within established policy guidelines.
- Develop and administer departmental goals, objectives, and performance standards.

- Analyze and assess programs, policies, and operational needs, and make appropriate adjustments.
- Select, supervise, train, motivate, and evaluate staff performance.
- Facilitate group participation, collaboration, and consensus building.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Communicate effectively and professionally, both orally and in writing.

TRAINING, EDUCATION AND EXPERIENCE:
A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public or business administration, or related field is required. A master's degree in finance, public or business administration, or a related field, is highly desirable.

Ten (10) years of broad and extensive experience in financial management or related experience including three years of management and administrative responsibility or broad and extensive work experience in a management or administrative position in a private or public agency responsible for solid waste management, recycling, or landfill operations.

REQUIRED LICENSES AND CERTIFICATIONS:
Possession of valid California driver's license. Certification as a Certified Public Accountant (CPA) is desirable.

PHYSICAL AND SENSORY REQUIREMENTS:
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms; occasionally bend, stoop, lift and/or carry objects weighing up to 25 pounds individually. Employees are occasionally required to walk and stand on even and uneven surfaces, grounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of ReGen management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

Special Demands
Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public.

Work Environment
Employees work under typical office conditions, and the noise level is usually quiet, occasional exposure to dirt, grease, foul odors and other outdoor elements.

Job Description

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print) **Date**

Employee Signature