

- **Director of Finance**

Reports to: Executive Director
FLSA Status: Exempt

POSITION SUMMARY

The Director of Finance performs highly advanced and/or managerial (senior-level) financial work. Responsible for directing, planning, and coordinating financial activities; ensuring fiscal accountability to state and federal laws, regulations, and policies; developing funding forecasts; and preparing and monitoring budgets. With general direction from the Executive Director performs required duties with wide latitude for use of independent judgment. Confers with the Executive Director on all major policy and personnel recommendations. Ensures that subordinate staff maintain compliance with State and Federal laws and regulations. Must perform duties in accordance with ETCOG's customer service standards as expressed in the "Customer Service Creed" with a thorough understanding of the overall mission of ETCOG.

MINIMUM EDUCATIONAL AND SPECIAL REQUIREMENTS

Bachelors degree with major course work in Finance, Accounting, Business Administration, Public Administration, or a related field is required. Master's degree in these related areas is strongly preferred. Seven to ten years of experience of professional level public sector financial management, budgeting, and procurement is required. *Equivalent combinations of education and experience will be considered.*

Registered, certified, or licensed in a specialty area such as CPA and CGFM is preferred. Position may require work outside regular business hours as required by workload demands and supervisor.

COMPENSATION

Salary commensurate with experience. Excellent, competitive benefit package for full-time employees.

*Full job description available by visiting: **www.etcog.org**

Please submit resumes to:

**Human Resources
Email: HR@etcog.org (*preferred*)
East Texas Council of Governments
Human Resources
3800 Stone Road, Kilgore, TX 75662
Fax: (903)983-1440
Ofc: (903)984-8641 ext. 236**