

## **Finance Director**

Permian Basin Regional Planning Commission  
2910 LaForce Blvd  
Midland, TX 79711

### **Position:**

This position is responsible for financial operational functions for the Permian Basin Regional Planning Commission, a Texas regional council of governments. Individual supervises department staff to carry out financial accounting functions for multiple programs and services provided to the Permian Basin area, seventeen-county region. Implements financial policies and procedures, and monitors compliance of financial procedures and rules set forth by multiple state and federal funding agencies which support the agency's operations. Will work in coordination with the PBRPC Executive Director to plan and implement services necessary for the function of each department and will be directly accountable to the PBRPC Board of Directors.

### **Responsibilities:**

Duties include performing highly advanced policy administration and managerial work for fiscal operations which involves coordination with multiple agency departments, working closely with the Executive Director on the day-to-day operations of the agency with a focus on financial issues. Formulates budget, financial and accounting policies and plans; Prepares an annual operating budget and maintains financial accountability for revenue & expense reports and forecasts; Oversees and manages the accounting, investment, disbursement, financial, treasury, and budget reporting functions for the Agency; Ensures financial transactions, policies and procedures meet Agency's short and long-term objectives and requirements of regulatory body while making regular adjustments for changes in programs and priorities; Directs activities associated with the security and investment of public funds; maintains investment records; Reviews economic trend analysis and other financial markets to keep the senior management team apprised of significant conditions; Oversees internal audit functions for the Agency; is responsible for oversight of the budget development & reports. Will conduct all operations according to all associated federal, state, and local agencies and complete monthly, quarterly, and annual reporting requirements to meet accounting principles for each. Will construct and present a monthly financial report to the PBRPC Board of Directors.

### **Required Skills, Abilities and Experience:**

Must have knowledge of public sector leadership, general financial management principles, laws, rules, regulations and guidelines for multiple state and federal programs, budgeting experience and knowledge of multi-funded financing procedures and principles. Must have skills and ability to establish and maintain effective working relationships with officials in local, state and federal government and in the private sector; interpret and communicate rules, regulations and guidelines prepared by state and federal agencies in a variety of programs; select, develop, organize, motivate and effectively direct staff; demonstrate proficiency in both oral and written communication; work independently and creatively. Minimum of at least three (3) years of demonstrated, progressively responsible experience.

## **Education and Training Requirements:**

Master's or bachelor's degree in Accounting, Finance, or Business, plus a minimum (3) three to (5) five years' experience in financial administration work. A CPA is desirable. Knowledge of government accounting principles and financial requirements for public agencies.

Salary is commensurate with qualifications, education, and experience. Exempt position includes a salary range of \$70k - \$85K. PBRPC benefit package includes insurance, retirement, vacation/sick leave.

Application Instructions: Submit resume complete with full experience and job information, including name of previous employers, supervisors, dates of employment and reason for leaving.

PBRPC is an EEO employer.

**Only online electronic Resumes will be accepted**

**Mail Resume to: [Dfranco@pbrpc.org](mailto:Dfranco@pbrpc.org)**

432-563-1061