



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> CHIEF FINANCIAL OFFICER / CHIEF OF ADMINISTRATION	<b>Grade:</b> 21
<b>Division:</b> ADMINISTRATION	<b>Job Code:</b> 9491
<b>Reports To:</b> Director	<b>FLSA Status:</b> Exempt

**SUMMARY OF ESSENTIAL JOB DUTIES:** Under the supervision of the Director, this position is responsible for managing the financial affairs of the Department including budgeting, accounts payable, purchasing, multiple revenue streams, and the Department's Lifetime License and Retirement Trust Funds. The Chief Financial Officer (CFO) serves as the Plan Administrator for the Department's two independently managed retirement plans. The incumbent is also responsible for planning, organizing, coordinating, and controlling all phases of operations of Administration Division programs and services, which includes the Human Resources, Accounting, Licensing, Information Technology, and Property Sections, to facilitate all other agency divisions providing the best, most efficient service possible to Department customers. Working directly with the Director on retirement, finance, policy, and other pertinent issues, this position helps lead implementation of major Department programs and must be willing to perform other duties as assigned.

### JOB DUTIES:

Administers budget and budget oversight, accounts payable, revenue receipts, property sales, land purchases, financial approval of Federal programs, retirement programs and all other financial activities.

Recommends budget changes and develops agency budget work program documents.

Prepares reports on fiscal operations to reflect agency income and expenditures. Develops new reports and analyzes as needed or requested to track changing fiscal situations. Responds to various requests for information on agency budgetary and fiscal matters from the Commission, Legislature, OMES and other organizations.

Prepares and presents fiscal impacts associated with pending legislation.

Coordinates agency audits and works with State Auditors to conduct the annual Required Financial Audit.

Works with the Agency's actuarial firm to provide actuarial valuations and other required information.

Directs and supervises the work of ODWC Administrative Division including the Accounting, Property, Information Technology, License, and Human Resources Sections. Responsible for performance appraisals and training of the above individuals. Counsels subordinates and personnel on job-related problems, administers progressive discipline, and approves all personnel transactions within the division.

Reorganizes, as needed and with Director approval, the Administration Division to meet the changing needs of the Department and its customers.

Provides assistance to Department staff on accounting and budgeting matters.

Assumes responsibility for fair administration of the Department's personnel compensation/classification program including review and approval of employee status change and new-hire forms. Ensures proper and fair administration of department policy and procedures as outlined in the Employee Handbook and recommends policy changes to the Director and Commission staff as needed.

Coordinates Department personnel matters including recruitment, selection, disciplinary actions, and terminations.

Oversees the Agency's computer network and all IT applications; coordinates the computer needs of other Divisions.

Assists with the Department's strategic planning and participates in formulating goals and objectives for the Department, as well as in recommending regulatory and legislative changes.

Prepares as requested executive correspondence to Congress, state legislators, governmental agencies, fish and game associations and individuals.

Negotiates contracts, licenses, and agreements with other agencies and entities.

Maintains a working knowledge of federal grant programs that provide income to the Department.

Maintains a working knowledge of Department interagency agreements and procedures.

Represents the Director as needed on various inter-agency committees, in meetings of regional or national associations, in negotiations with federal agencies, and in public meetings.

Remains informed of state and federal legislative actions; advises Director and staff of any action needed. Drafts reports or letters when needed or requested.

Presents information, educational speeches, and programs for various groups and organizations to promote wildlife conservation and the objectives of the Department.

Performs and coordinates other duties and tasks as assigned by the Director.

**Must have the ability to:**

- Lead a Division of approximately twenty-five diverse administrative professionals to constantly look for ways to improve efficiency within the agency and strive for superior customer service to both internal and external customers.
- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, other agencies, and other partners.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various other office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends with occasional travel requiring overnight stays.

**REQUIREMENTS:**

**Education:** Bachelor's Degree in Business Administration, Accounting, Finance, or related field from an accredited college or university with preference given for an advanced degree in these fields.

**Experience:** Seven years previous related experience, at least five years of which must include supervisory responsibility, with preference given for prior experience in government budgeting and finance.

**Knowledge and Skills:** This position requires extensive contact with the public and experience in accounting, finance, budgeting, human resources, IT, property management, and strategic planning. Additionally, it requires developing high-level knowledge of and experience in Department objectives, policies, regulations, state wildlife laws, and legislative procedures and practices. It requires experience in drafting agency budget and budget requests and operating within established budgets. This position requires good judgment and the ability to effectively communicate, negotiate, strategize, and implement directives and programs to support the Department's mission and goals. It requires decisions to be made on a wide variety of complex and changing problems and careful analysis of the effect of the solution on other activities and overall coordination within the Department. It involves a high degree of resourcefulness, independent judgment, initiative, and long-range planning. The CFO will regularly work with a wide range of confidential materials.

#### **Salary and Benefits**

The salary for this position is commensurate with education and experience. In addition to salary, the Department and State of Oklahoma offer an extensive benefits package comprised of generous vacation and sick leave, health, dental, life, disability, and a Defined Contribution retirement plan. The benefit package includes a generous benefit allowance that may pay all or a portion of benefit choices, depending on individual selections, and a longevity bonus plan. Professional liability is covered by the Oklahoma Tort Claims Act.