

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 94-4

Establishing the Director of MERC Fiscal Operations position.

The Metropolitan Exposition-Recreation Commission finds:

1. Through reorganization, the currently budgeted Director of Administration position should be renamed the Director of MERC Fiscal Operations;


2. The attached job description for the Director of MERC Fiscal Operations should be substituted for the current Director of Administration job description;

3. The Director of MERC Fiscal Operations position should remain at the same Salary Range as the budgeted Director of Administration (Salary Range 58);

4. The Director of MERC Fiscal Operations job description has been reviewed and approved by Metro Personnel;

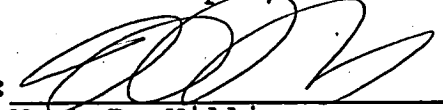
BE IT THEREFORE RESOLVED that the Commission establishes the Director of MERC Fiscal Operations position.

Passed by the Commission on January 12, 1994.

  
Chairman

  
Secretary-Treasurer

Approved As To Form:  
Daniel B. Cooper, General Counsel

By:   
Mark B. Williams  
Senior Assistant Counsel

**METROPOLITAN EXPOSITION-  
RECREATION COMMISSION**

**DIRECTOR OF MERC FISCAL OPERATIONS**

**DEFINITION**

To plan, direct, and evaluate the operations of the Metropolitan Exposition-Recreation Commission (MetroERC fiscal/financial functions including budgeting, accounting, financial analysis, daily operations, and associated administration; to participate in the MERC management team; to coordinate assigned activities with Metro and MetroERC departments and outside agencies; and to provide other support functions to the General Manager as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager.

Exercises direct supervision over professional, technical, and clerical staff, and supervisory staff as assigned.

**DUTIES** (including but not limited to)

Oversee the MetroERC budget process including forecasting of funds needed for staff, equipment, materials and services; direct the preparation of facility and/or departmental budgets; review facility budgets and monthly financial data and present to the MERC Commission; coordinate the budget process with Metro; monitor the expenditure approval process and ensure expenditures are consistent with budget.

Direct the preparation of variance analyses.

Invest cash advance ticketed sales monies; ensure compliance with appropriate investment guidelines and regulations.

Works with Purchasing/Contracts Coordinator to develop and monitor procedures for the purchasing/payment cycle.

Coordinates and implements Metro finance and accounting policies and procedures with MERC fiscal operations.

Direct the preparation of financial analyses and prepare recommendations for materials, services, and capital projects contracts for negotiations; develop and implement fiscal/financial controls and procedures to ensure contract compliance on an ongoing basis.

As part of the MERC management team, participate in MERC-wide policy making.

Provide guidance/information to Facility Directors in fiscal, financial and budget related matters.

Monitor the financial and budgetary assumptions of MetroERC's Business Plan on an ongoing basis; review assumptions against actual results and in relation to the business plan as a whole and make recommendations for changes as necessary; annually review and update the Business Plan with the Facility Directors and the General Manager.

Oversee MetroERC's fiscal accounting/finance functions including event settlements, box office procedures, profitability analyses, and monitoring of contractor payments.

Direct the performance of internal MERC audits. Establish and monitor effective internal procedures and controls within each facility. Develop MERC-wide procedures to ensure accurate and timely financial information.

As part of the MERC Administrative Committee, review administrative concerns and recommend course of action to Facility Directors.

Perform special projects or other duties as assigned by the General Manager.

## QUALIFICATIONS

### Knowledge of:

Advanced principles and practices of budget preparation.

Fiscal/financial control procedures and practices.

Accounting principles and practices, including governmental accounting requirements.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

### Ability to:

Administer and monitor large and complex budgets.

Coordinate and implement Metro policies and procedures for providing effective and efficient financial/accounting services for MetroERC. Develop, implement and administer MetroERC fiscal/financial goals objectives and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Anticipate, identify, respond to MetroERC management, Metro, and community issues, concerns and needs.

Analyze and evaluate programs, policies, and operational needs.

Establish and maintain cooperative working relationships with those contacted in the course of work including government officials, community groups, vendors, tenants, and the general public.

Deal directly with MetroERC Commission members for information exchanges; communicate and justify MetroERC's fiscal and financial positions to the Commission, Metro and the public.

Recommend the allocation of limited resources in a cost effective manner.

Interpret and apply Federal, State and local laws, regulations, and procedures.

Prepare clear and concise reports.

Communicate clearly and concisely both orally and in writing.

Select, train, and evaluate staff. Plan, organize, direct and supervise the work of professional, technical, and clerical staff; delegate authority and responsibility.

### Experience and Training

#### Experience:

Four years of increasingly responsible experience in financial and/or accounting management including two years of supervisory responsibility.

METROPOLITAN EXPOSITION-  
RECREATION COMMISSION  
Director of MERC Fiscal Operations *(Continued)*

**Training:**

A Bachelor's degree from an accredited college or university with major course work in finance, accounting, finance, business/management or a closely related field.

**OR:**

Any combination of experience and training that provides the required knowledge, skills, and abilities to successfully perform the job.

**License or Certificate:**

CPA or CMA designation (not necessarily current certification).

Possession of, or ability to obtain, a current Cardio Pulmonary Resuscitation certificate.

Exempt