

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title:	HTDC Chief Financial Officer
Position Number:	103187
Department:	Business, Economic Development & Tourism
Division/Agency:	Hawaii Technology Development Corporation
Branch (Office):	N/A
Section:	N/A
Unit:	N/A
Geographic Location:	Honolulu

II. INTRODUCTION

The Hawaii Technology Development Corporation (HTDC) is an agency of the State of Hawaii established in 1983 in accordance with Section 206M, HRS, and is attached to Department of Business, Economic Development & Tourism (DBEDT) for administrative purposes. As a lead State agency in high technology research, development, demonstration, and management of incubation facilities, HTDC provides a broad array of technology industry programs and services to facilitate the growth and development of a commercial high technology industry in Hawaii.

This position is responsible for directing and managing all HTDC financial and administrative activities.

III. MAJOR DUTIES & RESPONSIBILITIES

A. Finance and Reporting Management [1,2,3] 30%

1. Optimizes and prioritizes HTDC's resources among the many reporting responsibilities.
2. Directs the collection and compilation of information and data from projects for preparation of various reports. Analyzes financial data and prepares financial reports/information as required by HTDC managers, the Executive Director, HTDC Board, Budget and Finance (B&F), Department of Accounting and General Services (DAGS), legislative committees or federal agencies.
3. Maintains effective relationships with staff of DBEDT, DAGS, and B&F.
4. Reviews and/or approves purchase requisitions, purchase orders and p-Card purchases. Reviews contracts, Letter of Agreement, Memorandum of Agreement and Memorandum of Understandings prior to finalization of the agreement(s).
5. Coordinates the development of information for fiscal sections of contracts. Works with projects and program managers on the status of contracts encumbrance or payment; obtains information from managers required by fiscal and accounting offices of DBEDT and DAGS; and provides support and assistance in facilitating contract payments.

6. Maintains an updated schedule of state and federal requirements for records retention and ensures fiscal records are retained in accordance with these requirements.
7. Directs HTDC's efforts during a financial and/or procurement audit.

B. Accounting and Compliance [1,2,3] 25%

1. Plans, directs, and coordinates accounting, banking, insurance, and other financial activities. Establishes and maintains accounting system to meet the needs of projects and programs, as well as for related HTDC agencies as needed. Requests the establishment of source codes and object codes from the DAGS.
2. Oversees the establishment of ledgers and sub-ledgers for cost centers and projects to record all transactions and to provide managers with timely fiscal information.
3. Oversees deposits, classifies, and accounts for all funds received, and expenditures for projects and programs.
4. Oversees the classification of expenditures to comply with State and agency reporting requirements. Oversees payments to vendors/contractors in accordance with policies and procedures of the agency and the DAGS. Assists in resolving problems with vendors/contractors as required.
5. Directs the preparation of transaction entries, adjusting and closing journal entries in conformance with generally accepted accounting principles.
6. Prepares forms and manuals for accounting and bookkeeping personnel and directs their work activities.
7. Prepares quarterly financial reports for federally funded projects. Assists project managers with monitoring expenditures and cost share contributions.
8. Directs periodic analysis of accounts for reasonableness and prepares journal vouchers as necessary to make appropriate adjustments.
9. Directs the preparation of audit worksheets for the annual audit of the agency. Participates during the audit and in the exit audit conference to discuss and determine the validity of audit findings and to provide information on problems and issues identified in the audit.
10. Oversees reconciliation of the petty cash checking account monthly.
11. Prepares and processes other accounting reports as required by the agency, DBEDT, B&F, and DAGS.

C. Budget Execution and Monitoring [1,2,3] 20%

1. Coordinates the compilation of budget requests for projects and programs and prepares a consolidated budget for submission for the Executive Budget. Assists HTDC program and project managers in preparing

justifications for new budget proposal including capital improvements and prepares the budget testimony for the budget. Prepares and coordinates responses to budget inquiries from B&F, legislative staff.

2. Develops and submits expenditure plans and allotment requests, amendments to allotment requests, and other necessary documents relating to the allotment of funds. Assists HTDC program and project managers with the initial preparation of quarterly estimates of expenditures and any periodic updates.
3. Determines, establishes, and prepares records and accounts necessary to control and monitor allotments, transfer of funds, delegation of funds, receipts and expenditures of projects and programs.
4. Directs and monitors agency's compliance with Budget Execution Policies. Consults with DBEDT Administrative Services Office (ASO) and B&F budget analyst when execution policies need clarification. Advises and provides input to DBEDT ASO and B&F budget analyst on HTDC statutory powers and exemptions relating to purchasing, contracting, and other related areas.
5. Monitors expenditures to provide status of budgets and expenditures. Monitors quarterly allotments against expenditures.
6. Directs the preparation and processing of other budget reports as required. Provides input and recommends responses to budget related matters during the legislative session.

D. Supervisory Responsibilities [1,2] 10%

1. Directs, advises, and trains appropriate staff for administering and supporting any required financial reporting or advanced procurement.
2. Plans, directs, and implements activities to maximize the efficiency and effectiveness of the workload in fiscal and human resources.
3. Provides general guidance to federal programs staff on compliance with state administrative requirements, and other programs with Hawaii Administrative Rules (HAR).
4. Establishes ways that responsibilities can be divided into monitoring/guiding vs. execution of the work by training other staff and finding synergies in other staff responsibilities and programs to empower them.

E. Administrative and Human Resources [1] 10%

1. Collaborates with the Executive Director to determine and formulate administrative policies, directs, and supervises staff to provide the overall direction within the guidelines set by the Board of Directors.
2. Recommends training plan for HTDC staff related to State requirements. Monitors and documents the completion of training.

3. Advises on systems of recording costs or other financial and budgetary data.
4. Serves as the primary contact for human resources and administrative matters to DBEDT, and prepares any necessary reports to DBEDT, the HTDC Executive Director and the Board Secretary.
5. Prepares and writes position descriptions and establishes job performance standards for positions under his/her immediate supervision and assists HTDC Executive Director with rating the job performances to meet State requirements and to improve performance.
6. Reviews qualifications of and interviews applicants for vacant positions and recommends the selection of the most qualified person(s) for appointment.
7. Trains other staff to continually aim for delegation of the above work.
8. Assists Executive Director with personnel matters.

F. Other Duties [1]

5%

Performs other duties as assigned.

100%

Supervises:

<u>Position No.</u>	<u>Title</u>
101816	HTDC Fiscal & Contracts Specialist

Essential Functions

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

Evidence Used in Determining Essential Functions Considered:

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor

Position No.: 101615 Class Title: Executive Director, HTDC

B. Nature of Supervisory Control Exercised Over the Work

1. Instructions Provided

Instructions are limited to general guidance and direction to specific priorities and the results expected. The employee plans and carries out the necessary work activities independently.

2. Assistance Provided

Supervision received is nominal, consultative, and limited. Under broad and extensive guidelines, the position exercises wide discretion and judgment in carrying-out the activities and functions of financial matters of the agency. The employee takes care of all aspects of the work independently, but informs the Executive Director when unforeseen events or circumstances require significant changes, such as changing priorities, policies, etc.

3. Review of Work

The employee has authority to make commitments, limited only by HRS, State administrative policies, and orders of the Executive Director. The Executive Director reviews issues that the employee indicates are exceptional, such as when a proposed action will involve establishing a new precedent, policy, or direction for HTDC.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available

Guidelines include a broad range of legal standards and requirements, statewide government policies, procedures, and objectives. Also included are federal laws, rules, regulations, policies, and procedures; other State/Federal laws, rules, regulations; and State Executive and DBEDT policies and procedures.

2. Use of Guidelines

Procedural guidelines may cover certain technical aspects of the work. The employee must know and apply such guidelines.

V. MINIMUM QUALIFICATIONS

A. Knowledge:

Economic and accounting principles and practices, financial markets, banking, and the analysis and reporting of financial data; arithmetic, statistics, and their applications; business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources; laws, legal codes, government regulations, executive orders, and agency rules.

B. Skills/Abilities:

Applies state and federal accounting methods, techniques, and procedures; learns and applies pertinent laws, rules and regulations applicable to HTDC programs; deals effectively with others; analyzes facts and issues; develops practical solutions; recommends solutions to complex and sensitive problems/situations; deals tactfully with employees and others; and supervises subordinate staff; uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; identifies measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system; monitors/assesses performance, other individuals, or organizations to make improvements or take corrective action; chooses the right mathematical methods or formulas to solve a problem.

C. Education:

Graduation from an accredited 4-year college or university with a Bachelor's degree in accounting, business administration or other degree which qualifies as suitable education for the position required. The Executive Director will consider a combination of education and experience from which comparable knowledge and skills are acquired, subject to review and acceptance.

D. Experience:

1. Minimum ten (10) years of professional accounting work experience is required for this position.
2. Two (2) years of supervisory or staff experience in one or any combination of the following:
 - a. Experience in planning and directing the work of others, assigning, and reviewing their work, advising them on difficult problems, timing and scheduling their work, and training and development of employees.
 - b. Experience in one of the functional areas, which involved conducting studies and recommending to management, the development or revision of standards, policies, procedures, and techniques; giving technical advice and direction to management; recommending staff improvements; and developing guides used by management in performance of work.
3. Must have administrative aptitude, which is demonstrated through the successful completion of regular or special assignments or projects which involve administrative problems, e.g., in planning, organizing, promoting, and directing a program that provides staff advice and assistance; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of management training or education courses accompanied by application of learned principles to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

4. Hands on experience working with the State of Hawaii budgeting system, financial reports, and automated accounting systems.

E. Required Licenses, Certificates, etc.:

N/A

F. Substitutions Allowed:

The HTDC Executive Director determines the substitutions that are allowed.

VI. DESIRABLE QUALIFICATIONS

CPA, CMA, or MBA

VII. TOOLS, EQUIPMENT & MACHINES

Personal computers and peripheral equipment/software, calculator, copying machine, and other related office machines, equipment, and tools.

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.