



AUSTIN POLICE RETIREMENT SYSTEM 2025 JOB DESCRIPTION

POSITION TITLE:
DIRECTOR OF FINANCE

POSITION REPORTS TO:
EXECUTIVE DIRECTOR

SUMMARY

The Director of Finance is responsible for managing all accounting, financial reporting, and financial control functions for the Austin Police Retirement System. This role requires a proficient understanding of investment operations and governmental accounting practices, as well as the ability to collaborate with executive leadership to provide accurate and timely financial insights. The Director of Finance will play a key role in managing cash flow for investment and System operations, as well as preparing the System's Annual Comprehensive Financial Report and annual administrative budget.

TYPICAL DUTIES

1. Responsible for the day-to-day accounting and financial operations of the System, including maintaining the general ledger, accounts payable, accounts receivable, and staff payroll.
2. Document and maintain written policies and procedures for financial operations.
3. Prepare monthly financial reports for reporting to the Board of Trustees.
4. Develop, implement, and coordinate the annual budgeting process.
5. Monitor cash flow and liquidity, ensuring adequate funding for operations and monthly retiree payroll.
6. Responsible for cash movement related to System investments, to include capital calls, manager fees, disbursements, and rebalancing.
7. Works with the System investment consultant back office to monitor and reconcile investment reporting from asset managers.
8. Responsible for the System's Annual Comprehensive Financial Report.
9. Works with the System external auditor to assist in the preparation and development of the System's annual audit.
10. Responsible for the distribution of yearly 1099s to all vendors.
11. Maintains financial records in compliance with an established records retention policy and schedule including scanning and indexing investment manager documents.
12. Contributes to data needed for the annual actuarial valuation.
13. Performs other duties as needed or assigned by the Executive Director.

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Austin, TX 78704

Physical Address:
2520 S. IH-35, Suite 100,
Austin, TX 78704

Phone: (512) 416-7672
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www.ausprs.org

SUPERVISORY RESPONSIBILITIES

To be determined. Works closely with a staff accountant.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Exercise strong effective time management skills.
- Knowledge of standard office practices and procedures.
- Knowledge of retirement plan policies.
- Knowledge of procedures for accounts payable and receivable.
- Knowledge of basic accounting practices and software, word processing, and spreadsheet software.
- Proficiently operate a computer and basic office equipment.
- Ability to compile, read, and analyze data and statistics.
- Ability to conduct thorough research and analysis.
- Ability to perform complex mathematical computations.
- Ability to regularly perform highly detail-oriented tasks.
- Ability to establish and maintain effective working relationships with co-workers, vendors, and consultants.
- Ability to communicate effectively, both orally and in writing.

REQUIRED EXPERIENCE AND TRAINING

Education: Graduation with a Bachelor's degree from an accredited college or university with a major course work in Accounting, Finance, or a related field. CPA designation, MBA or other related advanced degree is a plus.

Experience: 8-10 years of accounting experience preferred, including at least two (2) years of management experience.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of their job.

The employee occasionally faces difficult and stressful situations during which the employee must remain calm and professional. The employee has frequent contact with other System employees, the investment consultant and investment managers, the external auditor, and other operations vendors. The employee is required to change tasks frequently and to perform tedious, exacting work. The employee is frequently required to work under time pressures to meet deadlines, perform multiple tasks simultaneously, and to work closely with others as part of a team.

SCHEDULE

Employee works 40 hours per week, generally Monday through Friday from 8:00 a.m. to 5:00 p.m. Employees may partially work remotely as determined by the Executive Director, but they are required to work in office for Board Meetings, staff meetings, or as designated by the Executive Director.

BENEFITS

- BlueCross BlueShield provides medical coverage for our employees, which is paid 100% for the employee and 50% for dependent coverage. Other benefits are available such as dental coverage, life insurance and disability insurance.
- The employee will be a participating member in the Austin Police Retirement System. For more information, please visit www.ausprs.org/actives/retirement-benefits/.
- The employee will have the ability to contribute to the Deferred Compensation 457 Plan.
- Vacation Leave accrues at 4.34 hours per pay period.
- Sick Leave accrues at 4.0 hours per pay period.

SALARY

Base salary commensurate with experience but within an annual range of approximately \$90,000 to \$130,000.

HOW TO APPLY

Submit your resume, and cover letter, by email to executivedirector@ausprs.org. The subject line should be formatted as follows: Director of Finance - [First Name] [Last Name]. This position will remain open until filled.

P. Featherston

Pattie Featherston, Executive Director May 2025