



**PARISH OF CADDO**  
 Department of Human Resources  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:  
 3/1/2004,01/01/07*

JOB TITLE: Director

DEPARTMENT: Finance

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$34.81 - \$52.35 hr.

LEVEL: 56

A highly responsible management position that reports directly to the Caddo Parish Administrator. Position is responsible for managing the overall operations of the department.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Lead the Finance Department ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo. Uphold proper decision making, legalities and integrity of the position of Department Director. Oversees the functions of the Finance Department which includes providing centralized accounting, purchasing and data processing activities.
- Prepare and maintain the budget for the Finance Department. Uses good judgment in spending parish funds.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Create a learning environment which may include continuing education for self and subordinates, creating succession planning for all key positions, and fostering teamwork within the group.
- Work with Administration, other Directors, and other Departments to foster and effective Team Spirit within the Parish Administration Leadership Team.

**QUALIFICATIONS**

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 or ability required.

- Requires an undergraduate degree in accounting or a closely related field, plus ten (10) years of experience in public accounting or governmental financial management and strong administrative and organizational abilities. Must have a working knowledge of governmental accounting and financial reporting standards and advanced experience with personal computer applications, including Lotus 123 or Excel. CPA certification is required.
- If assigned a parish vehicle, must possess a valid Driver's License, with a good driving record.
- Ability to plan, initiate and execute procedures and policies. Analytical mind to solve and properly explain, verbally, and in writing, complex problems; facility with words and numbers; ability to establish and maintain harmonious working relationships.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.