

FINANCE DIRECTOR

GENERAL STATEMENT OF DUTIES:

This is an exempt, financial and administrative position responsible for comprehensive city financial operations. Duties involve preparation of the annual budget, periodic financial reports, the capital improvement program, the Comprehensive Annual Financial Report (CAFR), investment of funds, risk management, insurance oversight, long term financial planning and analysis of funds and active supervision of day-to-day finance department operations.

SUPERVISION RECEIVED:

This position works collaboratively with members of the city's management team and provides them with financial advice and recommendations related to city programs and services. Work is performed independently under the general supervision of the city manager.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following (these examples do not include all of the tasks which the employee may be expected to perform):

- Actively involved with all city departments on a daily basis to ensure that all city financial functions for all funds and accounts are accomplished to the highest possible standards and in a manner which is most strategic for the fiscal well-being of the city.
- Directs the maintenance of all official accounting and financial records to conform to accepted governmental accounting principles and provides an accurate and current reflection of the city's financial condition.
- Develops long-term operational and capital finance plans and takes a proactive approach to positioning the city's response to financial impacts resulting from changing economic conditions and legislative actions.
- Coordinates and develops annual budget preparation process.
- Takes an active role in developing meaningful performance measurements and reports for city operations, and carries out continuous improvement efforts in finance operations.
- Supervises and manages the preparation of periodic financial reports.
- Manages and invests city monies according to legally approved investment practices for maximum yield.
- Oversees and coordinates completion of capital improvement program.
- Performs special studies, such as a bond analysis and debt service cash flow analysis.
- Reviews insurance policies and makes recommendations.
- Oversees the administration of special assessments.
- Oversees citywide asset management program.

- Coordinates citywide purchases to assure the conformance to state statute and city purchasing policy.
- Performs other work as apparent or as directed by the city manager.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

- Considerable knowledge of governmental accounting principles, practices and procedures related to budgeting, purchasing and investing.
- Ability to analyze and interpret fiscal and accounting records, prepares comprehensive financial statements, reports, and recommends and administers general internal controls.
- Ability to make accurate arithmetic calculations.
- Good judgment, initiative and resourcefulness in solving problems.
- Ability to establish and maintain effective working relationships with department heads, other employees, public officials and the general public.
- Ability to effectively supervise, develop, motivate and discipline personnel.
- Ability to communicate ideas, explanations and recommendations clearly, orally, graphically, and in writing.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Bachelor's degree in accounting, finance, business administration or related field.
- Minimum of five (5) years of progressively responsible experience in the governmental finance field.
- Advanced degree in public finance or related field with seven (7) years' experience preferred.
- BS&A Software experience preferred.

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 is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

May occasionally deal with angry or irate citizens.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually quiet in the office and moderately noisy in the field.

Revised November, 2016.