



Position Title: Finance Director

Department: Finance

Updated: February 25, 2019

FLSA Status: Exempt

Statement of Duties

Position is responsible for planning, directing, managing and overseeing the activities and operations of the Finance Department including citywide financial activities, accounting, internal auditing, budget preparation, purchasing, human resources, payroll, banking, debt management, capital asset management, grant administration and revenue collection. Employee is required to perform all similar or related duties.

Supervision

Employee works under the direction of the City Administrator. The employee manages the operations of a major city department, performing complex and highly responsible professional and administrative functions. Employee develops, implements, and ensures compliance with departmental and city management policies and procedures and is directly accountable for departmental actions. Employee seeks advice and counsel of the city Administrator on matters that the employee does not have authority to resolve. The employee develops and implements departmental policies, sets goals and objectives, and monitors progress towards their achievement.

Job Environment

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Position Functions



1. Assumes full management responsibility for all finance department services and activities including financial accounting and reporting, budget preparation, purchasing, revenue collection; oversight of human resources, payroll, accounts payable, bank accounting and internal auditing, recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies, priorities and internal controls for each assigned service area.
3. Establishes within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plans, directs and coordinates, through subordinate staff, the finance Department's work plan; assign projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff and identify problems.
5. Ensures that the city's financial statements are presented in accordance with GAAP.
6. Administers city wide policies and procedures pertaining to financial matters.
7. Conducts analysis and independent research on accounting issues for the city council and other city departments as required.
8. Makes presentations to the City Council concerning financial matters of the city.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills:



Little or no physical demands required to perform the work. Employee may be required to push or lift office equipment weighing up to 30 lbs.

Motor Skills:

Duties require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment.

Visual Skills:

Employee is required to constantly read documents for general understanding and analytical purposes.

Education and Experience

A candidate for this position must have a Bachelor's Degree in accounting, finance, public administration, or business administration, supplemented with more than ten- (10) years experience in governmental finance, preferable at the local level. CPA certification is preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Knowledge, Skills and Abilities

Knowledge:

Working knowledge of generally accepted government accounting principles of GAAP (Generally Accepted Accounting Principles) Knowledge of governmental fund accounting theory and practices; working knowledge of operations, services and activities of a comprehensive financial management and accounting program including debt management; Knowledge of methods and techniques of municipal transactions and financial activity including revenue analysis, interpretation, as well as financial planning, forecasting and auditing. Knowledge of municipal procurement rules and regulations and



internal control procedures and practices; knowledge of trends and developments in federal, state and local accounting laws, codes, regulations and GSAB developments; Working knowledge of the principles and practices of municipal budget preparation and administration and related accounting and reporting systems; Working knowledge of financial software and hardware applications; working knowledge of municipal grant administration and accounting in accordance with state and federal regulations.

Abilities:

Ability to supervise and train personnel; Ability to interpret and apply various federal and state accounting principles and regulations including GASB, FASB, and AICPA; Ability to conduct independent research and prepare detailed, accurate reports. Ability to deal with disgruntled members of the public and staff in an effective and tactful manner; Ability to manage multiple tasks in a timely, detailed and accurate manner; ability to operate a personal computer and standard office equipment.

Skill: Excellent business math skills as well as accepted municipal accounting principles and techniques. Excellent data processing skills including the application of financial software.

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