

DIRECTOR OF FINANCE

NATURE OF WORK

This is highly responsible professional and administrative work in planning, organizing, and directing the activities of the Department of Finance.

Work involves responsibility for planning, organizing, and directing all operations of the department including budgeting, purchasing, contracts, tax collection, accounting, data processing, payroll, and other fiscal activities. Work includes appropriation, disbursement, and investment of all City funds, and management of all City insurance programs. Supervision is exercised over all department personnel. Work is performed under the administrative direction of the City Manager and in compliance with Federal, State, and City rules and regulations. Work is reviewed through conferences and reports for overall program effectiveness.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Plans, organizes, and directs the management and administration of fiscal records in compliance with federal and state statutes and City code.

Supervises, trains, directs, and evaluates department personnel, and monitors all activities and operations of the department.

Sets goals and objectives and establishes guidelines for performance.

Prepares fiscal studies, including an Annual Comprehensive Financial Report, income and expenditure estimates, rate studies, cost/benefit analyses, and other reports as requested by the City Manager.

Serves as Chief Fiscal Officer.

Plan City's investment strategy; determines availability of funds for investment and approves and manages investments; controls and administers debt management; contacts underwriters; structures debt issuance and sale, assists in preparing official statement.

Advises City Manager, City Council, and other officials on budgetary and fiscal issues; prepares operational and tax budget.

Coordinates the various functions of the department with all other departments of the City and other public agencies.

Administers City insurance programs; reviews coverage and approves renewals.

Attends City Council and other meetings as required and prepares items for Council action.

Recommends personnel actions, disciplines employees.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

OTHER JOB FUNCTIONS

Performs related duties as assigned.

REQUIREMENTS OF WORK

Graduation from a four-year college or university with major course work in accounting, finance, business, or related field; thorough experience in finance administration including senior-level supervisory experience; and MPA/MBA or CPA and EDP experience are desirable; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Thorough knowledge of the applicable laws and administrative policies governing municipal finance practice and procedure.

Thorough knowledge of principles and practices of municipal accounting.

Thorough knowledge of the policy and funding issues affecting municipal insurance programs.

Thorough knowledge of the principles and methods of organization, management, and supervision.

Considerable knowledge of data processing equipment and its application to accounting and financial information.

Ability to plan, organize, and direct the comprehensive financial programs of a municipal finance department.

Ability to formulate and install accounting methods and procedures and ensure that these comply with federal, state, and local law.

Ability to prepare complex financial reports for presentation to experts and to the public.

Ability to establish and maintain effective working relationships with the City, other officials, and the public.

Ability to assess needs, perform fiscal planning, target available resources, and implement effective programs.

Ability to provide informed financial advice to the City Manager, City Council, and the public.

Ability to communicate effectively, both orally and in writing.

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.

Work is performed mostly in office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk, and lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.