



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Finance Director		
<b>DEPARTMENT:</b>	Administration	<b>DIVISION:</b>	Finance
<b>REPORTS TO:</b>	Assistant City Manager		
<b>SUPERVISES:</b>	All personnel within Finance and Assessing Divisions		
<b>FLSA STATUS:</b>	Exempt	<b>EFFECTIVE DATE:</b>	8/1/2018

### POSITION SUMMARY

Under limited direction, this professional position serves as Chief Financial Officer of the City and as such performs complex work planning, directing, coordinating and supervising the and assessing operations, participating in the City's accounting, budgeting, internal auditing, capital improvements, cash management, investment of funds and other financial programs, and related work as required. This position exercises divisional supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Provides the overall administration and management direction for the daily financial affairs of the City
- Oversees, designs and manages systems for bill payment, receipt and deposit of monies, cash flow management, investment of City funds, fixed assets, special assessments and project accounting.
- Plan, develop and implement sound financial accounting policies, practices and controls in accordance with generally accepted accounting principles (GAAP).
- Manages and directs the operations of the Finance and Assessing Division and staff including: interview and recommending hire, assigning and reviewing work, training and coaching, recommending and administering reward and discipline, and conducting performance evaluations.
- Oversees the property appraisal, assessment and reassessment functions of the Assessing Division.
- Oversees the preparation of the Comprehensive Annual Financial Report and the annual audit.
- Coordinates, compiles and completes year-end financial work papers in compliance with GASB requirements.
- Manages the preparation of the annual budget and coordinates budgeting process with department heads and the City Manager.
- Assists the City Manager with financial and budget presentations to the City Council and public at City Council meetings.
- Monitors adopted budget for adherence to approved budget appropriations.
- Directs the preparation of financial information in proper form to governmental agencies, auditors, federal and state grant administrators, City departments and the general public.
- Develops and implements an overall investment strategy with supporting policies and procedures that is consistent with sound municipal finance practices and also compliant with all applicable laws and regulations.
- Develops the financing mechanisms for acquisitions of capital items and improvement projects as well as the necessary protocols for other outside bonding or financing activities.
- Directs the preparation of the City's quarterly treasurer's and investment reports and quarterly financial reports.
- Directs the maintenance and reporting of special assessment records and certifications.

- Maintains Tax Increment files; submits annual Tax Increment Reports to State Auditor's Office.
- Serves on the Labor Negotiating Team for the purpose of negotiating labor contracts with various bargaining units.
- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

**Access to Not Public Data:** This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

**Supervisory Position:** Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of subordinate personnel.

**Confidential Position:** Collects and creates information used to develop management positions for the collective bargaining process.

**MIMIMUM REQUIREMENTS:** *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

#### **Education and Experience**

- Bachelor's degree in accounting, finance, or related field
- Six years of progressively responsible experience in finance administration or accounting in municipal government

#### **Training, Certificates, and Licenses**

- Certified Public Account (CPA) or Certified Public Finance Officer (CPFO) within two years
- Valid Driver's License

#### **KNOWLEDGE, SKILLS, and ABILITIES**

Comprehensive knowledge of municipal finance laws, policies, practices and procedures; comprehensive knowledge of the principles and practices of municipal finance accounting, auditing and budgeting as defined by the Government Finance Officers Association (GFOA); comprehensive knowledge of Generally Accepted Accounting Principles (GAAP); thorough knowledge of municipal purchasing system principles and practices; thorough knowledge of municipal bond financing practices, methods and laws; knowledge of investment options and cash flow management; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to effectively relay complex financial information, both orally and in writing in a manner easily understood by those with limited financial background, including making presentations before groups and at City Council meetings; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to conduct long-range financial planning; ability to establish and maintain effective working relationships with associates, governmental officials and the general public; skill in utilization of Microsoft Office Outlook, Word, and Excel applications.

#### **PHYSICAL REQUIREMENTS and WORKING CONDITIONS**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires walking, speaking or hearing and reaching with hands and arms and occasionally requires standing, using hands to finger, handle or feel and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and

analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

#### **NOTICE**

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

#### **REVIEW/APPROVALS**

I acknowledge reviewing this job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

I acknowledge reviewing and approving this job description.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date