



**POSITION TITLE: Finance Director**

**DEPARTMENT: Finance Department**

**REPORTS TO: City Manager**

**FLSA DESIGNATION: Exempt**

**AFFILIATION: Non-Bargaining**

**SALARY GRADE: 16**

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**Position Purpose:**

The Finance Director manages the Finance Department; has overall responsibility for managing employees; and is responsible for administering and managing the City's integrated financial management structure, including accounting and reporting; treasury; debt and risk management; property tax and utility billing and collection; payroll and benefit programs; budget preparation and administration; management of capital projects and bond proceeds; and City information system management.

The Finance Director is appointed as the City Treasurer and signs all City checks. The Director provides support to the City Manager and City Council as necessary. The Finance Department works closely with all City departments; vendors; government officials at all levels; citizens; business; and others.

The Finance Director and the Finance Department work within a complex legal framework including the City Charter, ordinances and policies as well as state and federal laws and regulations; as well as generally accepted accounting and other financial principles and practices.

This position requires frequent work outside of regular business hours.

**Essential Functions:**

*(The essential functions, or duties listed below are intended only as illustrations 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 the work is similar, related or a logical assignment to the position.)*

1. Oversee management of the Finance Department including but not limited to developing work schedules, plans and priorities; supervising and providing training for employees; and ensuring that quality standards are met. Consult with Human



Resources Director and City Manager as needed concerning benefits and risk management programs; payroll and employee issues.

2. Develop Department work plans, priorities and policies in consultation with City Manager.
3. Assist Deputy Finance Director and other staff with complex questions and problems arising in the course of Department operations.
4. Develop operating and capital budgets, including capital planning and a multi-year capital improvement program for use as a policy document, operating plan and public communication document.
5. Interpret and provide advice on finance issues for the City Council, City Manager and City departments. Obtain advice on complex legal questions from City Manager as needed.
6. Provide administrative direction and coordination for financial and other activities of the City, including but not limited to developing policies and procedures for billing and/or collection of all funds; investment and/or management of surplus cash; allocation of available funds; accounting for and reporting of all funds; debt management, issuance and servicing; risk management, including obtaining and monitoring insurance policies; management of capital projects and bond proceeds; coordinating the procurement process with City departments; and operating a centralized information system and providing advice and consultation on information system related issues for the City.
7. Develop, manage and maintain an effective accounting system for collection and processing of financial data for the City; ensure that all financially relevant transactions and events are properly identified, measured, classified, recorded and reported. Manage the administration of various transaction cycles and accounting transactions. Design and implement an effective internal financial control that provides needed data; safeguards assets from theft or misuse; and ensures compliance with legal requirements. Maintain appropriate controls over the annual appropriated budget that ensure properly authorized transactions; segregates incompatible duties; maintains appropriate records and documentation; controls access to assets and records; and performs periodic independent checks on performance.
8. Prepare financial statements that include management assertions about the City's financial position, results of operations and cash flows. Supervise the annual financial audit by independent auditors.

9. Overall responsibility for employee reviews, evaluations, compensation adjustments as well as employee coaching and discipline.
10. Conduct cash management activities to ensure maximum cash availability and maximum investment yield, including receipt and deposit of cash and negotiable payments; custody of monies and securities of the City; disbursement of funds upon proper authorization; dealing with financial institutions; investment of cash in statutorily permissible instruments; responsibility for receipt, safekeeping and investment of all City monies as authorized by City Charter, ordinances and policies, and state laws/regulations.
11. Analyze rate change implications; and oversee the billing and collection of landfill, water and sewer use charges.
12. Ensure timely and effective property tax billing, collection and administration in accordance with statutory requirements.
13. Calculate and submit necessary documents in connection with the setting of the City tax rate to the State; perform tax rate impact calculations and projections.
14. Develop and administer comprehensive financial policies to ensure sound fiscal planning, management, integrity and stability.
15. Provide timely support to Departments in administering the City's compensation and benefits programs; assist as necessary in administering and negotiating labor contracts and maintaining good labor/management relationships.
16. Overall responsibility for payroll and employee benefits systems; review and recommend benefit programs to City Manager.
17. Prepare special financial reports concerning landfill operations as required by the State Department of Environmental Services.
18. Develop, implement and monitor a comprehensive risk management program, including identifying City service and asset exposures; investigating exposure and loss frequency and severity; and establishing corrective action to eliminate or mitigate exposure/loss and finance exposure/loss.
19. In accordance with state law and the City Charter, issue short and long-term debt; perform monitoring and capacity analysis.
20. Develop and maintain the City procurement policy/procedures; compliance monitoring and encumbrance accounting, including purchase order generation and contract review.

21. Manage, maintain and control revenues and expenditures by each City fund, including reporting assets, liabilities, equity and performance of the funds. Fund types include General, Special Revenue, Capital Projects, Proprietary, Enterprise, Internal Service, Fiduciary and Trust.
22. Provide oversight of City information system activities, including preventive maintenance, repairs, upgrades and expansions; master planning; and implementation, monitoring and review of contractor performance.
23. Attend City Council meetings to provide information on finance-related matters. Assist in the preparation of finance-related City Council agenda submissions, including drafting resolutions and motions concerning appropriation action.
24. Monitor proposed state and federal legislation in areas of responsibility, and advise City Manager regarding potential impacts on municipal operations.
25. Maintain current knowledge of regional, State and federal developments and laws/regulations in areas of Department responsibility; as well as accounting and finance principles and practices.
26. Attend seminars, trainings and professional meetings as appropriate.
27. Performs similar or related work as required, directed or as situation dictates, or as may be assigned by the City Manager.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

- Minimum of Bachelor's degree in accounting or similar field, with advanced accounting coursework. Master's degree preferred.
- Seven to ten years' experience of progressively responsible technical (accounting/finance) and supervisory experience, preferably in a municipal setting.

*Other combinations of education and experience that qualify an individual to perform the requisite job duties and responsibilities may be considered.*

**Knowledge, Ability and Skill:**

- Strong knowledge of state and federal laws and regulations concerning finance; City Charter, ordinances, policies/procedures and accounting/financial/cash management principles and best practices.



- Excellent written, verbal and public presentation skills.
- Excellent leadership, management, finance and accounting skills.
- Excellent interpersonal and problem- solving skills. Ability to facilitate solutions to complex organizational problems.
- Ability to work effectively with City departments and other government officials at all levels; vendors; and others doing business with the City.
- Ability to work independently and with minimal supervision in a fast-paced work environment; to prioritize and balance competing needs; and to apply sound judgment, sensitivity and diplomacy in addressing City needs.
- Ability to maintain confidentiality of sensitive City, employee and citizen information.
- Ability to research, analyze and forecast complex financial, budget, risk management and statistical information; anticipate problems; and identify effective solutions.
- Ability to interpret, communicate and apply federal, state and City laws, regulations and policies.
- Excellent technology skills, including the use of word processing, spreadsheet programs and databases; and the use of City and State computer programs.
- Attention to detail; accuracy; and ability to meet deadlines.

**Licenses/Certifications:**

- Certified Public Account certification preferred.
- Valid driver's license.

**Physical 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 essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

- Office work is performed under typical office conditions; work environment is moderately quiet. This position requires frequent work outside of regular business hours.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to confidential information including personnel and financial records, which requires discretion and professional office protocols.
- Errors could result in delay of department services, and have legal and/or financial repercussions.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**APPROVAL DATE:** \*May 20, 2018

\*Date of Council Action to Amend Ordinance #18 to incorporate findings of MRI's January 2018 Wage & Classification Study (fully updated Wage and Classification Scale adopted)

*NOTE: Job descriptions may be revised as needed to meet the City's business and operational needs.*

**Revision Dates:**