



Finance Director/City Treasurer

Department: Finance
Date Established: 1/2017

Reports to: City Administrator
Date Revised:

Pay Grade: 19
FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Finance Director/City Treasurer plans, directs, manages, and reports on the financial affairs of the City and oversees appropriate internal controls related to citywide financial functions. Duties include directing the City's financial and budget activities to fund operations, maximize investments, and increase efficiency; developing and executing an investment strategy, general debt management, and strategic banking and investment relationships for the City; directing all major budgeting, accounting, purchasing, and treasury functions; preparing the annual financial report and overseeing the annual audit; and implementing department programs, policies, and processes. The job supervises accounting functions and utility billing and collaborates with department managers to establish and achieve financial goals and objectives that enhance department service levels and contribute to the overall financial health of the City. The Finance Director/City Treasurer reports to the City Administrator and performs work within policies and administrative regulations with wide latitude for exercise of independent judgment. The position requires a Master's Degree in Finance, Accounting, Public Administration, Business Administration or related field; prefer certification as a Certified Public Accountant; a minimum of six (6) years managing financial affairs for a large complex, preferably public organization; and experience with long range planning and managing change.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Provides strategic financial leadership and expert advice to Mayor and Council on matters pertaining to management, budgeting, and business planning, as well as administrative services.
- Reviews, institutes, and oversees appropriate internal controls related to citywide financial functions;
- Manages all debt issues, cash management and cash flow projections for all city funds including capitol improvement;
- Develops and maintains detailed cash flow projections for the City's tax supported funds and other funds as necessary.
- Provides City-wide management and oversight of electronic and cash payment processes including online payments, cashiering credit cards and cash payments, debit cards, automated clearing house and lockboxes;
- Oversees the preparation of monthly and quarterly financial reports as well as annual audit (Comprehensive Annual Financial Report);
- Works with outside auditors and internal staff, and addresses any audit concerns;
- Ensures audit compliance with city, state, and federal requirements, and generally accepted accounting principles;
- Represents the City before credit rating agencies, banking industry, and state and federal legislative committees;
- Directs the development and administration of the City's biennial and interim budgets;
- Provides oversight to City-wide purchasing, bid processes, centralized purchasing services, and surplus property management and disposition;

- Manages and advises the City's investment advisor(s) on funds available for investment and manages the City's banking relationships; confers with personnel in City departments to incorporate cash flow needs, investment expectations, and risk tolerance;
- Analyzes investment transactions designed to improve overall returns within the context of a prudent, safe and appropriately liquid investment portfolio; authorizes or delegates the investment of City funds;
- Prepares detailed estimates of revenues and expenditures, and examines for accuracy and verifies amounts within acceptable limits;
- Prepares City-wide interest income and interest expense projections and budgets; confers with Department staff regarding assumptions for projecting major General Fund revenues;
- Prepares year-end investment and debt audit work papers;
- Actively seeks solutions to complex enterprise-wide challenges, engages departments in problem solving, and participates as a member of committees to improve operations.
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists other department and City employees as needed or requested.
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Long-term financial and strategic resource management and planning;
- Capital improvement programs;
- Cash flow management;
- Procurement and contract oversight;
- Debt financing;
- Modern principles and practices of finance, accounting, budgeting, purchasing, internal control and investment;
- Standards for governmental accounting and generally accepted accounting principles;
- Municipal purchasing practices, laws and codes;
- Program analysis and revenue forecasting;
- Financial research and reporting methods, techniques, and procedures;
- Principles and practices of effective leadership, supervision and performance management techniques.

Skill and Ability to:

- Develop strong working relationships with managers and governing boards;
- Effectively present information verbally and in writing;
- Work collaboratively with other agencies;
- Plan, organize and direct work of staff;
- Use sophisticated financial and analytic software applications;
- Use advanced computer skills in Microsoft Office products and specifically Excel;

- Effectively and fairly negotiate appropriate solutions and contracts;
- Read, interpret and apply rules, regulations, policies and procedures;
- Use good judgment in problem-solving and decision making regarding complex management issues;
- Compile, develop and organize data and information into clear and concise written reports;
- Exercise tact and diplomacy in dealing with sensitive, complex and often confidential issues and situations;
- Use English and speak clearly for understanding;
- Listen carefully to, understand, and effectively communicate through verbal, written, and electronic communication channels;
- Perform duties to supervisor's expectations;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Master's degree in Business Management, Finance, Accounting, Public Administration, or a related field;
- Prefer Certified Public Accountant;
- Six (6) years progressively responsible management and financial experience with a large complex, preferably public agency;
- Experience with long range planning and managing change;
- Experience mentoring and supervising staff; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.