



Job Description

Title: Finance Director/Assistant City Manager	FLSA Status: Exempt	Created:
Supervisor: City Manager	Supervises: Assigned staff	Revised:
Job Family: Finance/Administrative Services	Bargaining Unit: Contract	Approved:

JOB SUMMARY:

Under the direction of the City Manager, plan, organize, control and direct organization-wide accounting and budgetary operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts; coordinate and direct personnel, communications and record-keeping functions to meet organizational accounting needs and assure smooth and efficient fiscal activities; assist in planning, organizing, controlling and directing various City departments, activities and operations; assist in City Manager in directing the day-to-day activities of the City and with a variety of special projects; represent the City Manager in meetings and other events; supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; assure staff understanding of established requirements.
- Direct the research, assembly and compiling of a variety of technical information related to department and program operations, services and functions; oversee the preparation and distribution of correspondence, fiscal documents and informational materials related to department activities.
- Communicate with administrators, personnel, vendors and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, computer and assigned accounting and related software.
- Attend and conduct a variety of meetings, conferences and trainings as assigned; attend and participate in various boards and committees; assist with collective bargaining activities as directed.

Finance Director:

- Plan, organize, control and direct organization-wide accounting and budgetary operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets, fixed/assets, contracts, capital projects and accounts; assure fiscal activities comply with established laws, codes, regulations, internal controls, standards, requirements, policies and procedures.
- Coordinate and direct personnel, communications and record-keeping functions to meet organizational accounting needs and assure smooth and efficient fiscal activities; oversee the development and implementation of accounting programs, projects, internal controls, functions, goals, objectives and activities; assure proper and timely resolution of accounting issues, errors and discrepancies; keep the City Manager, City Council and City staff current regarding budgets, transfers, income and expenditures as appropriate.
- Plan, organize, control and direct the monitoring, evaluation and reconciliation of organizational accounts, funds and budgets; coordinate, audit and direct the calculation, posting and adjustment of general ledger journal entries; coordinate, direct and approve accounting transactions such as purchase requisitions, bank stop-payment requests, check orders and requests; review, code and approve invoices for various departments.
- Develop and prepare the annual preliminary Finance Department budget; collaborate with Department personnel and other administrators in the development and preparation of budgets for other departments; analyze and review related

budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare revenue and expenditure projections; analyze financial data and prepare related forecasts and recommendations.

- Plan, organize, control and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of organizational funds and accounts; direct and participate in the review and analysis of financial statements, records and reports to assure compliance with established guidelines, procedures and Generally Accepted Accounting Principles.
- Prepare and maintain a variety of complex and mandated financial and statistical records and reports; review and audit management and governmental reports for accuracy and completeness; assure accurate accounting of funds including income and expenditures; make appropriate adjustments; direct the reconciliation of various fiscal statements to assure accurate fund accounting.
- Provide oversight of cash collection, deposits and investments including the review and approval of bank accounts reconciliations and review; assist with building permit fee calculations.
- Assist in Capital project management including overseeing City computer, network and database systems.
- Assist with grant applications, tracking and distribution of grant funds; assure proper review and approval of grant applications.
- Assure adequate personnel to meet organizational fiscal needs; initiate personnel transactions such as recruitment activities and employee transfers as appropriate; estimate labor and resources required for fiscal programs, services and projects; develop and implement new departmental positions according to fiscal needs as appropriate.
- Direct the preparation and maintenance of a variety of narrative, financial and statistical records, reports and statements related to accounts, funds, budgets, revenue, expenditures, reconciliations and assigned duties; assure mandated reports are submitted to appropriate personnel or governmental agency according to established time lines.
- Provide technical information and assistance to various administrators concerning accounting and budgetary activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Assistant City Manager:

- Assist the City Manager in directing the day-to-day activities of the City; assist in planning, organizing, controlling and directing various designated City departments, divisions, programs, projects, functions, services, goals, objectives, systems and activities; review and oversee the administration of City contracts with outside services and professional organizations.
- Represent the City Manager in meetings and other events; serve as acting City Manager in his or her absence.
- Provide oversight of Human Resource functions including personnel matters, policy/procedures, reviews, investigations, risk management, union negotiations, payroll overview and staff evaluations.
- Provide consultation, customer service and technical expertise to City personnel, City Council members, vendors, contractors, outside agencies and the public concerning City operations, accounting, budgetary operations and activities; respond to inquiries and resolve issues or conflicts; provide detailed and technical information concerning related accounts, funds, budgets, transactions, laws, codes, regulations, policies and procedures.
- Monitor and analyze designated City departments, divisions, programs, activities and functions for progress, financial effectiveness, operational efficiency and capacity to meet public needs; respond to administrative input concerning organizational needs.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Planning, organization and direction of organization-wide municipal finance, accounting operations and activities including the review, analysis, maintenance and adjustment of funds, budgets and accounts.
- Principles and practices of public administration including human resources, purchasing, risk management, payroll, grant management and the preparation, development, monitoring, review, analysis, maintenance and adjustment of City funds and accounts.

- Practices, procedures and techniques involved in the development and implementation of City-wide programs, projects, functions, long-term/short-term planning, services, goals, objectives, systems and activities.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.
- Municipal organization, operations, policies and objectives.
- Accounting and fiscal systems, policies, procedures and practices.
- Generally accepted accounting, fiscal and auditing principles, practices and procedures including GASB, GAAP and FASB.
- Preparation, analysis, review and control of assigned accounts.
- Theory and application of budgetary planning and control.
- Financial and statistical record-keeping techniques.
- Governmental accounting and fiscal management functions.
- Preparation of financial statements and comprehensive accounting reports.
- Principles and practices of administration, supervision and training.
- Financial analysis and projection techniques.
- Operation of a variety of office equipment including a computer and assigned accounting and related software.
- Oral and written communication skills.
- Public relations techniques.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize, control and direct various City departments, activities and operations including organization-wide accounting and budgetary operations and activities related to the review, evaluation, maintenance and adjustment of funds, budgets and accounts.
- Coordinate and direct personnel, resources, fiscal activities and communications to meet City needs and assure smooth and efficient fiscal activities.
- Provide direction to department managers and other key staff in areas related to development, budget, and policy issues.
- Maintain accurate financial and statistical records and prepare comprehensive accounting reports.
- Supervise and evaluate the performance of assigned personnel.
- Analyze financial data and prepare reports, forecasts and recommendations.
- Negotiate, review and administer complex contracts.
- Establish and maintain timelines and priorities.
- Collaborate with other administrators in the development and preparation of organization-wide budgets.
- Assure accurate accounting of funds including income and expenditures.
- Participate in the development and implementation of City programs, policies and procedures.
- Provide consultation and technical expertise concerning accounting operations and related functions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in accounting, finance, business administration, public administration or related field.
- Seven years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of funds, budgets and accounts including two years in an administrative capacity in municipal or government operations.

Desirable Licenses, Certifications and other Requirements:

- Certified Public Accountant (CPA) is desirable but not required.
- Master's degree in accounting, finance, business administration, public administration or related field is desirable but not required.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Evening or variable hours.
- Fast-paced environment with changing priorities.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information and to make presentations.
- Bending at the waist, kneeling or crouching to retrieve and file materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.