FINANCE DIRECTOR/CITY RECORDER/TREASURER

POSITION: 2134  SALARY GRADE: 126  EXEMPT

General Statement of Duties: Under general supervision by the City Manager, the Finance Director performs complex professional and difficult administrative work in directing and overseeing the financial operations of the local city government. These responsibilities are accomplished by the overall supervision of finance, accounting, payroll and the tax collections division to ensure compliance with all applicable regulations, laws and internal policies pertaining to the proper accounting of public funds. The position also serves as the City’s Recorder and performs related work.

Distinguishing Features of the Class: Under administrative direction positions in this class utilize varied and complex methods of planning and decision making in regard to financial responsibilities of local government. Duties include accounting system monitoring and design, cash management, supplying information for other departments, developing and recommending spending policies, departmental budget preparation, monitoring of accounting procedures and safeguarding the City’s financial position. Employees in this class have the responsibility of independent action and exercising judgment based on knowledge acquired through experience; such judgment may require decision making in the absence of established precedent or policy. Employee in this position has the responsibility of extensive long-range financial analysis and debt management, i.e., revenue base, debt criteria, and cash management. Position is supervisory, and consults regularly with staff concerning status of work in process, directing adjustments where necessary. Position is responsible for considerable communication with media and general public. Position requires considerable discretion in decision making, communication, and policy interpretation.

Examples of Work: (Illustrative Only)
- supervises system of accounts, debt management, collection and cash management functions and assists in preparation of City budget;
- directs the protection/safekeeping of all city documents by overseeing records management, i.e., microfilm and hard copy management, adoption of retention schedules;
- exercises decision making skills on operation policy in accordance with federal, state, and local laws;
- reviews reports and research performed by staff, i.e., monthly budget review, quarterly tax reports, minutes;
- assigns preparation of accounting analysis, budget review and updates, project reports, and delinquent tax filings;
- through direction of City Manager deals with media and general public by providing information on city’s finance issues and relevant topics;
- prepares monthly reports, highlighting variances from projected expenditures and revenues;
- manages overall finance and accounting department functions; applies general accepted accounting principles (GAAP) to develop and write procedures to assist senior management in financial decision making practices;
- analyzes, researches and compiles financial data and accounting records to communicate accounting information to senior management;
- prepares financial statements and reports and presents written and oral summaries of financial data to departments and city management;
- cooperates with external auditors conducting city audits; provides financial information and data when requested; answers questions or inquiries regarding information and prepares reports to auditors as required;
- oversees cash management and investment of city maintained funds; determines availability of city funds for investment purposes; maintains cash flow data utilized in the city’s investment program;
- administers general financial and accounting system performance; ensures that systems are functioning properly and will make recommendations for system enhancements when necessary;
- attends regular and special meetings of the city commission;
- responsible for the recording/transcribing and maintenance of official acts of the governing body;
- oversees accounting, financial reporting, fixed asset, cash management and internal auditing functions;
- balances ledgers, and prepares periodic and special financial reports showing expenditures;
- conducts on-going analyses of computerized accounting system, and makes changes as necessary to see that the accounting system functions properly;
- designs and implements an adequate system of internal control over cash receipts and disbursements;
- ensures that monthly financial statements are generated accurately and distributed to department heads, the City Manager and City Commission;
- prepares the City Comprehensive Annual Financial Report;
- prepares annual expenditure budget for the Finance Department;
- performs related tasks as required.
Required Knowledge, Skills and Abilities: Comprehensive knowledge of local government administration and modern municipal accounting practices; knowledge of complex planning methods and procedures, and project coordination; knowledge of effective supervisory methods and techniques; thorough working knowledge in the areas of debt management, capital funding and financial analysis; thorough knowledge of data processing and computer systems; thorough knowledge of the principles underlying State and City laws and regulations pertaining to City government; ability to sustain a high degree of concentration for extended periods of time; ability to be decisive in complex policy interpretation in accordance with laws, ordinances, and regulations; ability to apply departmental policy in routine and extraordinary work situations; ability to communicate effectively in both oral and written form; ability to direct and coordinate the work of supervisory personnel; ability to maintain effective communications with media and the general public; manual dexterity required for the efficient use of office equipment such as keyboards, computers and calculators, etc.; able to sit for extended periods of time while at work station or desk.

Acceptable Training and Experience: Bachelor's degree from an accredited college or university in accounting, finance or closely related field supplemented by 10 years experience that demonstrates progressively responsible public sector accounting and financial management or any equivalent combination of work experience and education that provides the required knowledge, abilities and skills. Certified Public Accountant (CPA) or Certified Governmental Financial Manager and Master's degree highly desirable.

Other Requisites: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignment, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS

Physical Requirements: Task involve some physical effort i.e., some standing and walking, or frequent light lifting (5-10 lb.); manual dexterity in the use of fingers, limbs, or body in the operation of shop and office equipment; may involve extended periods of sitting at a typewriter or keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Sensory Requirements: Task requires sound perception and discrimination; task requires visual perception and discrimination; task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.