

Cottonwood Heights

Job Description



Title:	Finance Director	Code:
Division:	Administration	Effective Date:
Department:	Finance	Last Revised:

GENERAL PURPOSE

Performs a variety of **professional, administrative and managerial** duties related to planning, directing, organizing, and controlling the financial operations of the city, including, governmental accounting, internal auditing, payroll, treasury, bond administration, grant writing and administration, budget preparation and support, financial analysis and reporting. Serves as official City Budget Officer. Monitors contracts assigned to department for compliance and renewal; participate in professional job-related associations; maintain appropriate certifications including NIMS 100 and 200.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision to City Treasurer, Accounting Manager, and part-time administrative assistants at the front counter.. Provides advice and support of the financial duties of the Business Licensing Administrator and Customer Service Representative/Cashier(s).

ESSENTIAL FUNCTIONS

As part of the City's executive team, this position requires the ability to understand the functions of all city operations, work on interdepartmental issues, and provide input and information as a member of interdepartmental teams.

Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training; determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations; issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures; monitors staff customer service efforts and generally directs staff activities to achieve effective customer relations.

Plans, directs and coordinates division work plan; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.

Responsible at the senior management level for the accuracy and legal performance of the City's financial transactions; manages governmental accounting functions; directs and prepares the city-wide budget; coordinates budget development process with various city department heads; forecasts revenues and expenditures; provides the city manager, mayor, council and department heads with information and recommendations for efficient fiscal administration; recommends rules, regulations, policies and procedures and implements the same upon approval; assures city fiscal activities conform to statutory and generally accepted accounting principles; implementation of budget amendments throughout the year.

Oversees and/or performs reconciliation of financial systems regarding budget amendments and the establishment of corresponding budget controls; provides programmatic and operational consultation regarding the City's revenue accounting, auditing and forecasting, and grants acquisition; ensures accuracy and accountability in all financial transactions initiated from all departments in the City.

Work with outside financial advisor to obtain bond financing of major capital projects; makes presentation to rating agencies and bond insurance companies; provides timely, accurate and legally compliant revenue accounting, auditing, and forecasting; ensure timely and accurate consultation to departments, Mayor and Council regarding such data; manages the cash position of the City.

Monitors and determines city financial needs and ensures the City Treasurer identifies idle funds; follows established statutory guidelines for the investment of idle funds to achieve maximum usage of public taxes and other revenue collections; advises the City Treasurer on amount and timing of money transfers and investments.

Manages purchasing and requisition system; monitors revenues and expenditures and apprises management of revenue shortfalls, expenditure overruns and non-compliance situations; accounts for the proper administration of purchase orders, requisitions, vouchers and contracts; monitors the status and disposition of fixed assets and surplus property, including real property.

Oversees city-wide procurement practices; assures proper competitive pricing and bidding for contracts, services, and purchases; oversees the ongoing education and training of city staff related to procurement policy, practices and procedures.

Serves as member of city claims/risk management committee; assists with review of claims made against the city; as member of the committee, assesses city responsibility and makes recommendation for resolution; assists to evaluate various risks or potential risks.

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Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in accounting, finance, business administration or related field;

AND

B. Eight (8) years of responsible experience related to above duties; Three (3) years of which must have been in a supervisory capacity;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of principles, laws, rules and regulations relating to municipal government accounting principles practices and procedures (GAAFR, GAAP and GASB); public finance and fiscal planning; municipal organizations and department operations including applicable laws and regulations; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; local investment options and opportunities; general office maintenance and practices; basic personnel management practices and procedures; computer accounting applications and various software financial programs; business and technical writing; operation of standard office equipment; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations. **Considerable knowledge of** principles of management, supervision and employee motivation.

Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and City residents. Skill in the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to analyze problems and make appropriate recommendations, conduct cost-benefit studies and evaluate alternate fiscal and managerial approaches; prepare and analyze complex financial reports; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

Ability to analyze complex interdepartmental issues, improve processes and/or project outcomes based on given inputs, and make recommendations for improving city-wide processes.

Ability to maintain strict confidentiality related to sensitive administrative information.

3. Special Qualifications:

Must be bondable. CPA (Certified Public Accountant), CGFM (Certified Government Financial Manager) or CPFO (Certified Public Finance Officer) is highly desired.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which may involve light muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)