



Director of Finance/City Clerk

DEFINITION

Under administrative direction, plan, direct, manage, and oversee the activities and operations of the Finance Department including financial reporting, general accounting, payroll, budget preparation, debt administration, utility billing, fixed assets, revenue management, technology services, and purchasing; serve as City Clerk and City Treasurer; coordinate assigned activities with other City departments and outside agencies; and provide highly responsible and complex administrative support to the City Administrator.

SUPERVISION RECEIVED

Reports to the City Administrator.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Finance Department services and activities including financial reporting, general accounting, payroll, budget preparation, debt administration, utility billing, fixed assets, revenue management, technology services, and purchasing.

Manage the development and implementation of Finance Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Finance Department to other City departments, elected officials, and outside agencies; explain and interpret Finance Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, and coordinate the Finance Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Finance Department and City budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Monitor and advise on internal control procedures and systems necessary to ensure the accuracy and security of funds and financial records.

Analyze financial needs and invest City funds; monitor and control bank and brokerage accounts; manage cash for optimum yield; ensure completeness, relevance, reliability, and timeliness of essential financial reports, records, and related documents; gather and prepare multi-year financial plans and projections on which to predict mid- and long-term general and capital budgets.

Develop long and short term investment strategies that can take rapid advantage of positive/negative market conditions; direct Department's relationship with financial institutions, other governmental entities, and the business and financial community.

Analyze alternate financing and apply for grant funds.

Work closely with independent auditors during annual financial audit of the City; implement measures recommended by independent auditors.

Oversee Deputy City Clerk and records management programs.

Coordinate Finance Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Administrator and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Finance programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal finance.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive finance program.

Pertinent federal, state, and local laws, codes, and regulations.

Organization and management practices as applied to the analysis and evaluation of finance programs, policies, and operational needs.

Modern and complex principles and practices of finance program development and administration.

Principles and practices of accounting, financial reporting, auditing, and bond financing.

Information sources and research techniques in the fields of public administration, financial planning, accounting, annual budget, capital budget, and annual audit preparation and procedures.

Records management program.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Finance Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient finance services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, standards, and regulations pertaining to finance programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

Ten years of responsible accounting experience including five years of management and supervisory experience.

Training:

Bachelor's degree from an accredited college or university with major coursework in accounting or a related field. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a CPA is desirable.

Must be bondable.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective date: October 2003

Revised: February 2009