

## **DIRECTOR OF FINANCE**

**FLSA STATUS - Exempt**

### **DESCRIPTION OF WORK**

The Director of Finance is an "At Will" employee who is under administrative direction of the City Manager, and performs administrative, accounting and financial reporting work in supervising activities of the Finance Department; manages the investment of funds; serves as City Treasurer; serves as Risk Manager; assists the City Manager on special projects. Applicability of the personnel policy is limited by section 1.4 of the Personnel Policy Manual and vacation shall accrue as per section 4.3 (8) of the Personnel Policy Manual. Because the Director of Finance is an exempt employee, compensation time does not apply.

### **DUTIES-EXAMPLES OF WORK**

#### **ESSENTIAL DUTIES:**

Supervises technical and clerical employees; consults with the City Manager regarding financial policies and practices; maintains liaison with lending institutions and banks; develops and directs procedures for receipt, disbursement, accounting for, banking and security for funds, securities and financial instruments; oversees treasury, budgeting, the general ledger, audit, tax, accounts payable and receivable, accounting, purchasing, real estate and insurance activities; reviews the work of employees; carries out desired objectives; proposes changes in existing methods; supervises the planning and maintenance of central accounting systems including pre-audit, posting of expenditures, accounting controls, fiscal and capital budget, investment program, bond program and other related activities; supervises and coordinates the purchasing program and other assigned central services; supervises preparation of statements and reports on financial affairs to administrative officials; oversees data processing for the City; oversees training and assists personnel; assists the City Manager in preparation of the annual budget; directs preparation of revenue, cost, expenditure, debt and other statements and monitors expenditures and budget condition; advises and consults with department heads on fiscal problems; in conjunction with the City Manager, monitors cash flow and directs receipt, deposit and investment of all City monies; maintains records thereof; does research.

**OTHER DUTIES:** Serves as Assistant City Manager when so assigned; fills in for the City Clerk.

### **QUALIFICATIONS**

Thorough knowledge of the principles, methods and practices of municipal finance.

Thorough knowledge of the approved principles and standard practices of budgetary and accrual accounting, treasury management, revenue administration, purchasing and budgeting.

Ability to prepare comprehensive financial reports in complete, accurate, timely and understandable manner.

Ability to prepare and administer the annual and other budgets.

Ability to establish and maintain effective working relationships with employees, officials, the City Manager and the public.

### **PHYSICAL AND SENSORY REQUIREMENTS**

Ability to perform sedentary/light physical work and to lift and carry up to 25 pounds;

Ability to stand, walk, sit, bend, kneel, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office equipment including a computer and a vehicle;

Ability to talk and hear in person, by telephone, and two-way radio;  
Ability to see and read instructions, budget and financial documents, and figures on a computer screen.

**EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to a bachelor degree in accounting, business or public administration, or a related field with emphasis on governmental finance and accounting, and five years of progressively responsible experience in municipal finance and accounting.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license.

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