### FINANCE DIRECTOR

### **DEFINITION**

Under administrative direction, directs, oversees and administers, financial operations including revenue, billing, payroll, and financial reporting.

## **ESSENTIAL FUNCTIONS**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.) Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

# **TASKS**

Establishes and maintains direction and regulation over municipal revenues and expenditures in City departments, divisions, services, agencies, Boards, and Commissions in accordance with municipal accounting, auditing, reporting, and managing practices; provides enforcement and collection of all revenue sections by the City Code; interprets and enforces financial policies and procedures; monitors business transactions/operations for compliance with laws, regulations, contracts, and grant agreements relating to accounting and financial reporting; prepares reports of financial conditions and results of operations for City agencies; prepares reports comparing actual budget results to adopted budgets.

Identifies, analyzes, and implements financial planning and decision to maximize financial resources; researches potential new investments and recommends investment opportunities; reviews cash flows for investment purposes and oversees payroll process; tracks, monitors, and develops revenue projections; provides financial information to users and maintains accounting data; assists with financial auditing. Oversees, monitors, and directs office operations of assigned staff; interviews prospective employees, hires and/or recommends hiring; identifies and implements new employee and ongoing staff training programs; assigns, tracks and reviews work assignments and progress; reviews and approves the formal performance evaluation of assigned department staff; approves sick and vacation leave of assigned staff; develops and implements disciplinary actions for assigned staff.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS**

Knowledge of applicable city, county, state, and federal statutes, rules, ordinances, codes, and regulations governing public finance and accounting

Knowledge of management and/or supervision principles

Knowledge of bookkeeping and/or accounting principles

Knowledge of personal computer hardware and software

Skilled in interpreting and applying relevant city, county, state, and federal statutes, rules, ordinances, codes, and regulations governing public finance and accounting

Skilled in assessing and prioritizing multiple tasks, projects, and demands

Skilled in working within deadlines to complete projects and assignments

Skilled in assessing, analyzing, identifying, and implementing solutions to complex problems

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining effective working relationships with customers

Ability to effectively communicate verbally and in writing in English with all levels of staff

Ability to perform essential duties with little to no immediate supervision

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in an office environment. Work may require frequent standing, walking, and bending. Incumbent may be exposed to repetitive motion and vision to monitor.

# **QUALIFICATIONS**

A Bachelors degree in Finance, Accounting, Business Administration, or related field, **AND** seven (7) years experience in public finance administration, accounting, or banking including three (3) years at a managerial level; **OR** an equivalent combination of education and experience. CPA highly desirable.

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