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;
- Formulates 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 to include interviewing prospective employees, hiring and/or recommends hiring; identifies and implements new employee and on-going staff training programs;
- Assigns, tracks and reviews work assignments and progress; reviews and approves the formal performance evaluation of assigned department 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, management and/or supervision principles, bookkeeping and/or accounting principles,
- Skilled in interpreting and applying relevant city, county, state, and federal statutes, rules, ordinances, codes, and regulations governing public finance and accounting, assessing and prioritizing multiple tasks, projects, and demands, working within deadlines to complete projects and assignments, assessing, analyzing, identifying, and implementing solutions to complex problems,
- Skilled in
- Ability to effectively communicate verbally and in writing in English with all levels of staff, establish and maintain effective working relationships with customers, and to perform essential duties with little to no immediate supervision.
- Must be proficient in the use of personal computer hardware and industry related software.

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 Bachelor’s degree from a four-year accredited college or university 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.