JOB DESCRIPTION
CLASS CODE: 1210

FINANCE DIRECTOR

SUMMARY: Under administrative direction, directs the functions and staff of the Finance Department; assures that Department activities meet the financial goals of the City.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

PRIMARY DUTIES AND RESPONSIBILITIES:

- Directs the daily activities of the Finance Department staff, meets regularly with staff to evaluate performance, and discuss and resolve workload and technical issues.
- Develops and evaluates Department's goals, objectives, policies and procedures.
- Assures Department's activities are in compliance with goals, laws, policies and regulations.
- Directs Department's operations; evaluates issues, and recommends solutions; prioritizes and assigns projects; identifies and communicates strategies, goals and objectives.
- Assures the accuracy and integrity of the City budget, accounting and reporting documents, and financial computer information system.
- Develops and monitors City budgets, reviews and approves special and recurring reports, budgets, grants and contracts.
- Forecasts and monitors cash flow and investment markets; invests funds according to City code; reviews and approves transactions and fund reconciliations; oversees banking relationships.
- Monitors compliance with generally accepted accounting principles; reviews and approves asset preservation and revenue strategies, annual audit, and special reports.
- Collects financial and administrative information and compiles data for reports, prepares and submits various financial reports as required.
- Reviews and supervises general ledger, budgets, accounts payable and receivable, and payroll accounting activities.
- Performs complex accounting functions including interpretation and analysis.
- Reconciles transactions and financial activities, records changes and resolves differences, reviews and approves financial and accounting records.
- Assures the quality of the financial activities and work products; monitors all document preparation for accuracy, completeness, and compliance with Federal, State, and local policies and practices.
- Collects financial and administrative information and compiles data for reports; updates and corrects statistical database.
- Responds to requests for information; reviews, investigates, and corrects errors and inconsistencies in financial entries, transactions, documents, and reports; provides technical information to departments, staff and management as authorized.
- Reviews Comprehensive Annual Financial Report (CAFR) for compliance with Generally Accepted Accounting Principles (GAAP) and financial reporting specifications of the Government Finance Officers Association (GFOA).
- Compiles and prepares annual budget, prepares revenue and cost estimates and projections, reviews and consolidates budget documents.
- Reviews, analyzes and recommends solutions to special problems related to accounting, reporting, taxes and cash flow analysis.
- Serves as the City's Risk & Benefits Manager.
- Performs other related duties as assigned.

FINANCE DIRECTOR

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of:

- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial administration.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies.
- state and Federal statutes, rules, codes and regulations.
- principles of record keeping and records management.
- specialized computer hardware and accounting software applications.

Skill in:

- reading, interpreting, understanding and applying accounting standards and procedures, Federal rules and regulations, and City policies and procedures.
- assessing and prioritizing multiple tasks and projects.
- responding to inquiries from management, citizens and regulatory agencies.
- data collection and analysis, and mathematical and statistical computations.
- supervision, coordinating staff, and delegating tasks and authority.
- correcting and updating financial and accounting information systems.
- reviewing and correcting mathematical calculations and computations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is performed in an office environment.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in Finance or Business Administration; and six (6) years' experience in government finance; OR an equivalent combination of education and experience.