

Director of

Budget and Finance

Established Date: February 2, 2007

Revision Date: June 24, 2014

January, 2017

April, 2018

February, 2020

**Class:** Management

**Department:** Budget and Finance

**Reports To:** City Manager

**FLSA Status:** Exempt

# Safety Sensitive: No

**SUMMARY:**

Under direct supervision of the City Manager the Director of Budget and Finance is responsible for all financial and information technology related activities within the City. Finance activities include managing and/or completing tasks related to accounting and record keeping, budgeting, forecasting, and financing of operations and capital projects, accounts payable and purchasing, development and implementation of sound financial policies. Information Technology activities include direction of City’s information technology maintenance, improvements, and security. The City’s Finance team is small and this position requires significant hands on work.

# ESSENTIAL FUNCTIONS:

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, 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.) Performs the following:*

Develops and implements policies, internal controls, procedures and guidelines used to manage the City's financial operations.

Supervises staff to include: prioritizing and assigning works; conducting performance evaluations; coordinating training; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and marking hiring, disciplinary and termination recommendations.

Develops, administers and oversees the Finance department budget; reviews budget reports; monitors and approves expenditures; and ensures budgetary compliance.

Oversees accounting and recordkeeping for City’s revenues and expenditures, ensuring compliance with restrictions and fund accounting. Follows sound practices and an internal control framework to maintain accurate balances.

Responsible for end of year financial report preparation and accounting entries according to government accounting standards. Oversees and participates in the compilation of the schedules and reports required for the Comprehensive Annual Financial Report (CAFR). Directs and coordinates the City’s annual audit by external Certified Public Accountants.

Plans, directs, coordinates, and supervises City budget preparation and ongoing monitoring. Produces documents to present to Council, Management, and regulators. Coordinates and creates the City’s five-year capital improvement budget, and multi-year revenue and expenditure forecasts.

Provides fiscal advice and support the City Council, management and staff to assist them in meeting City goals. Manages the development and completion of all internal and external financial reporting to the City Council, management and the public. Provides a verbal and written financial update to Council on a regular basis. Analyzes and monitors the City’s financial condition and providing recommendations for improvement to the City Manager and City Council as needed.

Determines the funding and specific technology improvements required to meet the needs of staff and the public. Coordinates and directs the work of both in-house staff for basic hardware and software issues, and the contracted IT service providers to ensure network reliability and security.

Performs other duties of similar nature and as assigned.

# MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

# Education and Experience:

* Bachelor’s Degree in Accounting: and
* Five (5) to seven (7) years of progressively responsible managerial experience.

**Preferred Certifications:**

* CPA; or
* Certified Public Finance Officer (CPFO); or
* Certified Government Financial Manager (CGFM)

# Knowledge, Skills and Abilities Knowledge of:

* Generally accepted accounting principles as applied to governmental accounting;
* Information technology and its application in modern municipal government;
* Applicable State and Federal laws, rules and regulations with respect to municipal finance;
* Principles and modern practices of municipal budget development;
* Computerized accounting systems and practices;
* Fiscal management, including internal controls, expenditure control, record keeping, trends and developments;
* Customer service principles; and
* Supervisory principles, practices and techniques;

# Skill in:

* Directing a municipal financial management system, including providing accurate and timely data and reports;
* Organizing, coordinating, and evaluating the work of subordinate staff;
* Interpreting complex statutes, procedures, rules, regulations, and guidelines;
* Reviewing and analyzing a variety of financial records and reports;
* Preparing and presenting complex technical reports and information in a format that is easily understood;
* Using integrated financial management software and/or Enterprise Resource Planning (ERP);
* Preparing clear, concise, and cohesive internal and external documents such as reports, memos, letters, policies and procedures; and
* Reviewing, analyzing and preparing a variety of financial records and reports necessary to document the disbursement of funds in a municipal government setting.

# Ability to:

* Establish and maintain effective working relationships with other City staff, City Council members, and the public;
* Review, analyze and prepare a variety of financial records and reports necessary to document the disbursement of funds in a municipal government setting;
* Recommend and implement City-wide short and long-term information technology strategic plan;
* Prepare and analyze financial reports and statements; and
* Work safely.

# PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.
* Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

# WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* The noise level in the work environment is low to moderate.

*This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.*