

FINANCE DIRECTOR

NATURE OF WORK

Perform highly responsible administrative and professional financial work in directing all activities of the Finance Department. Work involves responsibility for planning, organizing and supervising the activities of collecting, disbursing and accounting of taxes, general and special revenues and assets and expenditures. Work includes financial planning, budget preparation, financial reporting, control and custody, and investment of funds. Supervision is exercised over technical and clerical subordinates, and work is performed under the general direction of the City Administrator and is reviewed through conferences and reports.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Plan and direct the Financial Administration of the City.
2. Prepare the City budget and attend all budget meetings.
3. Responsible for preparing regular financial statements, analyzing accounts and creating management reports.
4. Act as an Officer to various Boards and Authority.
5. Prepare revenue forecasts.
6. Oversee investment of funds by the Controller and Treasurer.
7. Supervise collection and distribution of taxes.
8. Develop accounting system and data processing application and supervise activities.
9. Handle accounting related to specially financed projects.
10. Oversee maintenance and adequacy of fiscal records.
11. Attend meetings and conferences.

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12. Perform special project activities as directed.
13. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES,
SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Thorough knowledge of the principles and practices of public finance administration.
- Thorough knowledge of relevant City, State and Federal laws.
- Ability to advise effectively on budget and fiscal policies.
- Ability to develop sound fiscal systems and procedures.
- Ability to plan, assign and direct work of technical and clerical subordinates.
- Ability to establish and maintain good public relations.
- Skill in the design and preparation of financial reports and information.
- Ability to see and hear well to complete duties 2, 3 and 9-12.
- Ability to work effectively with numbers to complete duties 1-12.
- Ability to effectively handle stress.
- Bachelor's degree in accounting or public finance from a college or university of recognized standing.
- Five years of experience in municipal finance administration or accounting.

Approval:

Cynthia A. Zarko 10-19-04
Personnel Director Date

Wm C. Wynn 10/19/04
City Administrator Date

Nancy Crandall 10.19.04
Mayor Date