

## FINANCE DIRECTOR

### NATURE OF WORK

This is administrative and professional work in directing all activities of the Finance Department which includes responsibility for financial planning, budgeting, accounting, revenue administration, treasury management and purchasing activities for the city.

Work involves responsibility for the direction and coordination of the work of several divisions engaged in various phases of fiscal administration. Although the employee directs a variety of specialized financial and related fiscal operations, the primary emphasis is upon the formulation and execution of broad policies, rather than upon immediate technical supervision and participation in the detailed activities of all these operations. The employee is, however, directly concerned with the development of effective procedures and procedural improvements in the financial system of the city, and advises and consults with department heads on fiscal problems. The Finance Director works with considerable freedom of action, particularly on the policy and administrative aspects of the work, and the data and recommendations which he/she prepares are essential to policy and administrative determinations made by the Mayor and the City Council. Work performed is subject only to general executive and legislative direction. This position is in the unclassified service and reports to the Mayor.

### EXAMPLES OF WORK PERFORMED

Consults with and reviews the work of division heads; sets forth desired objectives, develops procedures and proposes changes in existing methods.

Directs the planning, organizing, and the maintenance of accounting systems including pre-audit, posting of expenditures, accounting controls, fiscal and capital budget, data processing, investment program, bond program and other related activities.

Supervises preparation of statements and reports on city financial affairs to administrative officials, city council and the general public; directs preparation of revenue, expenditure, debt, cost and other statements.

Supervises Police and Fire Pension funds and the municipal insurance program.

Proposes and reviews proposed ordinances and resolutions relating to expenditures, revenues, tax levies, and other fiscal problems and participates in meetings at which such matters are discussed.

Supervises and approves expenditures of all city funds and appropriations for current fiscal year; approves and signs all checks.

Consults with and advises city legislative and executive officials on the financial conditions of the city, and makes recommendations for specific courses of action.

Directs the maintenance of all tax records and collection of tax levies.

Directs receipt and deposit and investment of all city monies, together with records thereof.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles, methods and practices of municipal finance.

Extensive knowledge of modern office practices and procedures and of standard office and accounting equipment.

Thorough knowledge of the principles and practices of public administration.

Thorough knowledge of the approved principles and standard practices of budgetary and accrual accounting, treasury management, revenue administration, purchasing, and budgeting.

Ability to plan, organize and direct the work of several operating units engaged in a variety of financial and related activities.

Ability to prepare and submit clear, concise and accurate reports either orally or in writing.

Ability to establish and maintain effective working relationships with other employees, governmental officials and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a Master's Degree in finance, public finance administration, or related field; and extensive experience in governmental financial planning and administration, including considerable supervisory experience.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in finance, public finance administration, or related field, and considerable experience in governmental financial planning and administration, including supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

5/64

Revised 8/86

PS1150