

**CITY OF COMMERCE
JOB DESCRIPTION
DIRECTOR OF FINANCE**

Department: Finance

Class Number: 01

Reports to: City Manager

Date: January 25, 2012

Revised:

JOB SUMMARY

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
4. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual audit of the city's finances; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
5. Prepares a variety of studies, reports and related information for decision-making purposes.
6. Serves as chief financial advisor to the city manager.
7. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
8. Supervises the collection of fees and other receipts in accordance with laws and regulations.
9. Maintains financial records.

10. Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well being of the City.
11. Prepares financial reports.
12. Oversees the central computerized financial and management information system of the City.
13. Assists in budget preparation and execution.
14. Oversees the posting and reconciliation of ledgers and accounts.
15. Directs the preparation of state and Federal reports, including tax reports.
16. Trains and develops financial staff.
17. Manages investment of city funds in accordance with investment policies and goals, and local, state and Federal regulations.
18. Establishes and maintains records needed for bond payments, fiscal agent, and related redemption ledgers.
19. Maintains auxiliary cash controls for investing, balancing, and other related accounting activities.
20. Answers cash management and investment related questions.
21. Analyzes wage and salary reports and data to determine competitive compensation plan.

PERIPHERAL DUTIES

Develops finance related ordinances and resolutions.

Represents the city at various conferences and meetings.

Perform general management duties for the city manager as assigned.

Performs cost-of-service studies for utility rate considerations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and five (5) years of progressively responsible municipal finance work.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;

(B) Skill in operating the listed tools and equipment;

(C) Ability to prepare and analyze complex financial reports; Ability to maintain efficient and effective financial systems and procedures; Ability to effectively supervise staff; Ability to establish and maintain effective working relationships with employees, city officials; Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

A valid driver's license or ability to obtain one within three months. Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

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

Work involves sitting, talking, hearing, using hands to finger, handle, feel or operate objects and reaching with hands and arms. The employee is occasionally required to walk. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

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 usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; drug screen; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Commerce is an "at will" employer. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have been furnished a copy of this job description.

Signature

Date