

**City of Somerton
Job Description**

Job Title: Finance Director
Department: Finance
Reports to: City Manager
FLSA Status: Exempt
Prepared By: Finance Director
Date: 7/1/2017
Salary: \$72,785.00 - \$101,905.00 Annual
Approved by:

Summary

Under administrative direction, performs complex management and technical duties, with responsibility for the formulation and execution of the City's overall financial policies, strategies, planning and forecasts; has management oversight of Accounting and Finance, Purchasing services of the City and may be responsible for other assigned departments or activities; maintains fiscal stability and safeguarding the assets of the City; monitors and manages the City financial records, and assures that financial activities are in compliance with state and Federal regulations, and City policies and procedures.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Plans and directs City Finance Department operations through effective planning, staff management, and resource allocation; directs Finance Department programs, including financial records, computer systems, audits, treasury, debt management, purchasing, and financial analysis and reporting; assures compliance to state and Federal financial management regulations, City policies and goals, and accounting standards.
- Serves as financial advisor to the City Council and City Manager; provides leadership, direction and guidance in financial strategies and priorities; evaluates and analyzes financial data, and develops solutions for safeguarding the City's assets.
- Represents the City to the government agencies, funding agencies, bond rating agencies and the general public on matters relating to City finances.
- Develops financial plans and policies to meet City goals; interprets concerns, defines desired results, and determines scope and priorities of programs and special projects.
- Directs, coaches and trains staff, and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, budgets, technical issues, quality standards, and services.
- Determines Finance Department objectives, and evaluates progress toward achieving goals; evaluates staffing levels, resource availability, and service demands; allocates resources to maximize efficiency.
- Analyzes operational information, evaluates trends, and develops plans to meet future needs; assures all financial issues are properly addressed and resolved; assures effective communication of financial issues.
- Serves in lead role in the preparation of annual budget, and presents to City management, staff, and citizen groups.
- Approves and coordinates changes and improvements in automated financial and management information systems for the City.

- Manages the collection, analysis and reporting of financial data; reviews technical documents and accounting records to verify accuracy; identifies and corrects errors and inconsistencies in documents and reports; monitors budget, revenue and expenditure trends.
- Oversees financial reporting, audits, and preparation of financial statements; monitors fiscal performance, and oversees the City's banking, cash and debt management, bond rating, and investment activities.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in Accounting, Finance, or Business Administration; and five years experience managing government financial operations; or an equivalent combination of education, training and experience.

Knowledge of:

- City organization, operations, policies and procedures.
- Government/Financial Accounting Standards Boards (GASB/FASB), and Government Finance Officers Association (GFOA) standards, practices, policies, rules, and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles for Public Sector financial management, including payroll, treasury, grant funds and public debt management.
- Legal, ethical and professional rules of conduct for municipal finance officers.
- Principles and practices of public sector administrative management, including performance management, personnel rules, accounting, budgeting, procurement, and contract management.
- Techniques and practices for efficient and cost effective management of resources.
- Business and personal computers, and financial spreadsheet software applications.
- General ledger reconciliation standards.

Skill in:

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Analyzing City needs and prioritizing and promoting financial strategies to meet future needs.
- Monitoring and interpreting financial documents, and assuring compliance with all regulatory requirements governing municipal financial activities.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Arizona State Driver's License may be required. Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) designation is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment; may be required to bend, reach, stoop, and lift objects.