

## **Finance Director**

*FLSA:* Executive exemption

*Summary:* An incumbent in this position shall have the overall supervisory and administrative responsibilities pertaining to the administration and implementation of the functions of the Finance Department described in the Code of Ordinances. The Finance Director shall be responsible for ensuring that all of the duties and responsibilities of the Finance Department, as identified in the Code of Ordinances are executed in a fair and legal matter.

## **Supervision**

*Supervision Received:* The Finance Director reports directly to the Mayor and Deputy Mayor.

*Supervision Given:* Manages subordinate supervisors and employees and contractors in the treasury, budget, accounting, income tax, purchasing, human resources, payables and receivables, and information technology divisions; including but not limited to the City Treasurer, Purchasing Agent, Payables and Receivables Manager, and Human Resource Specialist.

## **Job Environment**

- The environment in City Hall is one of a typical business office environment, with electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- Operates PC-based computer system and other office equipment.
- Has regular, daily contact with personnel and offices throughout the City Hall in answering questions and solving problems.
- Has access to public information files in the computer systems.
- Employee is primarily in an office environment, with extensive use of written documents, computer, and telephone.
- Noise level is usually quiet.
- Errors could result in the damage to or loss of information resulting in legal and financial consequences to the City.

## **Essential Functions**

*The essential functions or duties listed below 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 of the position:*

- Plans and directs the City's fiscal policies; analyzes operations to evaluate performance of the City and its staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy change.
- Develops financial studies and plans; gathers, interprets and prepares data for studies, reports and recommendations.
- Directs and coordinates the City's financial and budget activities to fund operations, maximize investments and increase efficiency.
- Performs a wide variety of complex accounting duties in the analysis, preparation, and maintenance of financial records, reports, and programs.
- Supervises administrative employees performing financial functions, human resource and IT functions and/or other personnel performing related functions in the City.

- Ensures that assigned areas of responsibility are performed with budget; performs control activities; monitors revenues and expenditures to ensure sound fiscal control; prepares annual budget requests; ensures effective use of budgeted funds, personnel, materials, facilities, and time.
- Participates in the selection of finance staff and the establishment and/or reorganization of major departments.
- Establishes and maintains internal control procedures and ensures that state and national standard accounting procedures are maintained.
- Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Provides guidance to Finance Department and division heads whenever necessary and gives advice on general finance functions.
- Serves as member of the City's labor negotiation team by attending meetings and participating in costing proposals.
- Represents the City on the District Court's labor negotiation team.
- Serves as a trustee on the GERS board of directors, PFRS board of directors, and PF VEBA board of directors.
- Serves as a member of the Board of Review.

### **Recommended Minimal Qualifications**

*Education, Training, and Experience:* Master's degree in accounting, business administration, finance or public administration (CPA certification preferred) and at least five years experience in accounting, budgeting, and finance of which at least two years shall have been in a public sector.

An employee in this classification must possess upon hire and maintain a valid Michigan Operators license.

### **Knowledge, Ability, and Skill:**

#### *Knowledge:*

- Knowledge of modern governmental accounting theory, principles, practices, and procedures.
- Knowledge of procedures relating to municipal operations including auditing, budgeting, and treasury functions.
- Knowledge of property tax law.

#### *Ability:*

- Ability to understand, speak, and write in the English language.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to speak effectively before a group of persons.
- Ability to deal with customers who may become verbally combative in a telephone or personal situation.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive decisions.
- Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to direct, review, and evaluate the work of other employees, as required.
- Ability to make decisions and take necessary actions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.
- Ability to read, analyze, and interpret general business periodicals, professional journals technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

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- Ability to effectively present information and respond to questions from groups of managers, the Mayor, Deputy Mayor, City Council, customers, and the general public.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic, equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distributions, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

*Skills:*

- Skills in accounting software; database software; internet software, spreadsheet software and word processing software.
- Computer skills that encompass effective use of word processing, spreadsheet, email, and Internet browser software.

### **Physical Requirements**

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.

The employee must occasionally lift and/or move up to 10 pounds. May occasionally be required to lift more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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