

CITY of AZTEC JOB DESCRIPTION

Job Title:	Director
Department:	Finance Department
Shift:	Full Time 07:00am to 6:00pm – Monday thru Thursday
Pay Plan:	\$72,000-\$85,000 DOE
Exempt:	Yes
Reports To:	City Manager
General Direction From:	City Manager
Position Closes:	Open Until Filled

PURPOSE & NATURE OF JOB

This is a highly responsible, administrative, professional, supervisory and technical position that works under the general guidance and direction of the City Manager. This position provides supervision and overall guidance to the Finance Department as well as other departments throughout the City as it pertains to the budget. This position is responsible for assuring the City's financial health, maintaining fiscal stability and safeguarding the City's assets. The position also assures that accounting and purchasing activities are in compliance with state and federal regulations and City policies.

ESSENTIAL DUTIES

- Directs Finance Department staff and activities and assures the accuracy of the financial data and systems including financial records, debt management, financial analysis and reporting, revenues, audits and budgets, purchasing, fiscal policy and internal controls; assures compliance to state and federal financial management regulations, City policies and goals.
- Oversees, coordinates and assists in development and preparation of the budget document; monitors revenues and expenditures and provide progress reports on financial well-being of the City and effective use of budgeted funds, personnel, materials and facilities.
- Prepares budget projections and forecasts; prepares the City budget document for City Manager and City Commission. Prepares the City budget for submittal to DFA according to state guidelines and timeframes. Prepare and submit quarterly financial report to DFA according to state guidelines and time frames.
- Provides financial policy guidance and analytical support to special projects, including development of related agreements and economic development projects, such as grant funding.
- Assures all financial issues are properly communicated, addressed and resolved.
- Develops financial studies and plans. Forecasts, estimates, and monitors the financial

condition of the City to assure the fiscal well being of the City.

- Prepares a variety of studies, reports and related information for decision-making purposes.
- Retain constant awareness of the City's financial position and act accordingly to prevent problems.
- Prepares monthly and annual financial reports for the City Commission and Manager.
- Works with independent auditors in conducting the annual audit of the City; monitors and participates in resolving audit issues; reviews drafts for accuracy; and follows up and reports on implementation of auditor findings.
- Directs invoice processing and verification, expense coding, and drafting of payment checks or vouchers.
- Ensures that the expenditure of City funds and underlying purchasing and expenditure processes are done within federal, state, county, and local legal requirements; provides for appropriate internal control; and recommends improvements as needed.
- Manages City investments; monitors investment and market trends to ensure appropriate safety and yield of City funds; and provides adequate cash flow for routine and capital expenditures.
- Development and maintenance of a system of internal controls for accurate tracking, reporting and safeguarding of financial activity and assets.
- Assists in developing cost of service models and establishing fee structures for City services.
- Oversee all audit and internal control operations.
- Will make public presentations to City Commission, community boards, City staff and other presentations as needed providing responsive and timely information regarding issues and concerns related to City finances.
- Strong analytical, leadership, interpersonal, communication, teambuilding and presentation skills essential.
- Manages and evaluates the performance of Finance Department staff, monitors operations, and assures staff compliance with departmental policies and procedures; prioritizes and assigns tasks and projects, tracks and reviews work progress and activities, schedules staff to meet job demands.
- Works with all City departments assisting with accounting, accounts payable, debt administration, financial reporting, revenue, utility billing, collection, budget development and control, cash flow and investments.
- Assists the City Manager and Department heads in the development of long range plans and other assignments as requested by the City Manager.

RESPONSIBILITIES

Supervision:	Supervises and provides guidance to Finance department personnel
Public Contact:	Some contact with the public, contractors, City staff and Commissioners.
Budget:	Responsible for City budget preparation
Other:	Considerable independent judgment, initiative, and personal integrity are essential for this position.

GENERAL INFORMATION

The duties/responsibilities listed 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.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must possess strong computer skills (word, excel, adobe, ERP, etc.) and have the ability to write reports.

Education: A bachelor's degree from an accredited college or university in accounting, finance, business administration, or a closely related field AND five years of experience in government financial operations, including two years at a supervisory level. A combination of equivalent education and experience in a similar position may be substituted on a year for year basis.

Experience: Experience as a finance director in a small city or assistant finance director in a larger city is preferred.

Knowledge:

- Knowledge of the principles of supervision, coaching, counseling, training and performance evaluations.
- Strong knowledge of current trends, issues and legislative matters and the ability to assess the current, pending and future fiscal impacts on the organization.
- Strong knowledge of city organization, operations, policies, and procedures.
- Knowledge of principles and practices of public sector administrative management, including performance management, personnel rules, procurement, and project management.
- Knowledge of business and personal computers, and financial spreadsheet software applications.
- General ledger reconciliation standards.

Certificates/Licenses:

- Certification as a Government Finance Officer (GFO) or certification within 18 months of hire.
- Chief Procurement Officer

Recertification: Chief Procurement Officer (2 years)

Use of Tools and/or Equipment: Use of standard office equipment including computers, 10 key adding machine, scanners, and copiers.

WORK ENVIRONMENT

- 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 ADA disabilities to perform the essential functions.
 - While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.
 - The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Hazards:** Work is generally performed in an office setting with occasional job site meetings pertaining to specific projects.
- Exposures:** Minimal.