

CITY OF WILLIAMS

FINANCE OFFICER JOB DESCRIPTION

DEFINITION

To plan, organize and direct all fiscal management operations of the City; provide a framework for financial planning and analysis to support the operations and management of all City departments; coordinate fiscal activities with all City departments and outside agencies, and provide highly responsible and complex administrative support to the City Administrator

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Position exercises direct and indirect supervision over assigned supervisory, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL FUNCTIONS AND DUTIES: The following are typical illustrations of duties encompassed by the job class, but not an all inclusive or limiting list:

Plan, organize, and direct the financial activities of the City, including finance, accounting, treasury, debt administration, purchasing, information systems, risk management, human resources, and related support services.

Coordinate the preparation of the City's operating and capital budgets, analyze revenue sources, expenditure patterns and service delivery alternatives; prepare short-and long-term economic and financial forecasts.

Oversee the City's investment strategies, invest excess funds in a manner consistent and compliant with state law and adopted investment policy.

Identify and evaluate the City's financing needs, coordinate and manage municipal and assessment debt issuances, maintain all debt administration, accounting and reporting requirements.

Oversee and manage required financial and compliance audits, and ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards.

Establish and maintain internal control policies and procedures; ensure proper and adequate management over fiscal and financial records.

Provide technical and professional advice and recommendations to City Council, City Administrator, City departments, and City staff; research and prepare a variety of technical and administrative reports and studies, prepare written correspondence as necessary.

In consultation with City Council and City Administrator, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, training, and development.

Review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures.

Promote and maintain safety in the work place.

MINIMUM QUALIFICATIONS

Knowledge of:

Comprehensive knowledge of the principles and practices of governmental accounting and budgeting, and laws regulating the financial administration of City government including the powers and responsibilities of City Treasury.

Internal control practices and procedures; management and operation of information systems and respective financial applications.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Public finance, fiscal planning, and debt administration including certificates of participation, bonds, lease/purchases, assessment districts.

Skill to:

Prepare complex and comprehensive financial analyses and feasibility studies; manage and monitor completeness and accuracy of delegated work assignments, projects and proposed programs; prepare complete and accurate reports and financial statements. Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives. Communicate clearly and concisely, in both oral and written form. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Plan, direct and administer the operations of the accounting and finance department; effectively manage the use of financial, technological and staff resources to plan, prioritize, and implement service delivery and meet established deadlines

Prepare and analyze complex financial reports and transactions, maintain an efficient and effective financial system and internal control environment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with City Council, City officials, general public, other governmental agencies, the media, and City employees.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Minimum requirements on education and experience are would be:

Education:

Bachelor's Degree from an accredited college or university with major work in accounting, finance or related field is required. A Master's Degree in business administration or related field is preferred. A Certified Public Accountant license would also be preferred.

Experience:

Five years of increasingly responsible experience in governmental and/or financial management including accounting, budgeting and financial analysis or closely related field; at least three years of responsible administrative/management experience preferred.