

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Finance Director

Department: Finance

Pay Grade: 520

FLSA Status: Exempt

Job Code: F301

JOB SUMMARY

The purpose of this classification is to plan, direct, and coordinate the programs, operations, staff and resources of the Finance Department. Work involves establishing policies and procedures and directing the City's accounting, treasury management, utility billing, property tax, and purchasing functions through subordinate supervisors. Work is performed under the general direction of the City Administrator.

ESSENTIAL JOB FUNCTIONS

- Directs the programs, operations and services of the Finance Department which includes the City's financial management systems, accounting, treasury management, utility billing, property tax, and purchasing functions.
- Performs strategic planning and establishes department goals, objectives and work plans; develops financial management systems, internal controls, and policies and procedures; develops department rules and regulations.
- Directs the implementation of all finance department activities; ensures compliance with internal controls, established policies and procedures and with applicable federal, State and City laws, ordinances and resolutions; ensures financial activities adhere to generally accepted accounting procedures (GAAP); and provides guidance and direction to subordinate managers and staff regarding difficult finance issues and concerns.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Explains and interprets financial policies, procedures and regulations; and resolves complaints and issues which cannot be addressed by subordinate staff.

- Evaluates programs, services and operations; assesses effectiveness and performance; identifies and implements changes to maximize use of resources and better serve the City's financial needs; formulates and recommends new and/or changes to ordinances and/or resolutions for adoption by the Mayor and City Council.
- Oversees the selection, implementation and administration of the City's automated financial management system; ensures employees receive needed training, software, hardware and peripheral equipment needed to best utilize the system; works with software engineers and computer support staff to identify needs, obtain services, and resolve problems.
- Consults with and advises the City Administrator, Deputy City Administrator, Mayor and City Council on finance related issues; represents the City and/or Finance Department at meetings; and prepares reports and makes presentations upon request.
- Serves as a member of various task forces, committees, and management and planning teams.
- Prepares and/or reviews a wide variety of department reports and finance related documents including strategic planning and budgeting documents, financial statements, spreadsheets, purchasing documentation, and other administrative materials.
- Directs the annual financial audit and oversees preparation of the comprehensive annual financial report.
- Manages the department's financial resources; directs the development and administration of the department budget; and forecasts future department resource needs.
- Oversees and directs the management of the City's investment portfolio and works with financial advisors and brokers to effectively manage the program.
- Oversees and directs the management of the City's existing debt and works with financial advisors to analyze and evaluate current debt, debt capacity, and the potential for financing additional projects.
- Communicates and establishes effective working relationships with banking institutions, vendors, mortgage companies, and other business leaders and representatives from local governments; responds to questions and requests for information from employees, managers, and the general public; explains and interprets financial policies, procedures and regulations; and resolves complaints and issues which cannot be addressed by subordinate staff.
- Operates computers and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, presentation software, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in finance, accounting, or closely related field required, Master's degree preferred; supplemented by seven (7) years of progressively responsible experience managing governmental accounting and finance programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of City, County, State and Federal ordinances, laws, regulations and administrative policies governing municipal financial management programs; principles and practices of accounting, budgeting, and purchasing in government; and financial management software applications, systems and reporting programs.
- Ability to formulate long-range fiscal plans and to develop, plan, direct and evaluate comprehensive financial management programs.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction. Includes the ability to make decisions on procedural and technical levels.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.