

City of Cordova Position Job Description

Finance Director

DEPARTMENT: FINANCE
SUPERVISOR: CITY MANAGER
CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED AND CONFIDENTIAL
HOURS: MON-FRI OFFICE HOURS, 0800-1700

SUMMARY

The Finance Director is a senior-level accountant position that performs work in managing, directing and overseeing the accounting operations of the City of Cordova under the guidance and supervision of the City Manager. This is a high profile, high level management position that supervises and directs all aspects of the City's financial operations managing \$15M budget including five Enterprise Funds. The Finance Director supervises Finance Department staff and is the primary representative of the City in all financial matters.

GENERAL STATEMENT OF DUTIES

Acts as City Treasurer per City Charter and Code directing financial management, accounting systems and internal controls, and ensuring compliance with GAAP, and federal, state and local laws.

Advises the City Manager and City Council on all financial matters.

Assists elected officials, the City Manager, and external auditors with their examinations of the organization's financial reports and controls.

Responsible for direct supervision of Assistant Financial Manager, and overall direction of the Finance Department personnel.

Responsible for all aspects of City finances including financial planning, investments, debt service, and cash management. Assists with bonding proposals as directed by the City of Cordova Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Oversees the accounting operations of the finance department and the operations of third-party financial service providers.
- Develops, implements and manages an accounting and reporting system that will provide accurate, timely and complete financial reporting and budget execution information to the Council, City Manager, Department Heads and other users who evaluate or audit the financial condition of the City.
- Ensures the City of Cordova is in compliance with local, state and federal government reporting requirements and tax filings; ensures accounting records are accurate, current and comply with applicable legal requirements.
- Maintains a chart of accounts and general ledger and prepares timely and complete quarterly financial statements.
- Maintains a system of controls over accounts transactions and an orderly accounting filing system.
- Reviews trial balance reports of all funds.
- Audits accounts and records of receipts, expenditures, billings, debt financing, contracts, budget activities, cash and non-cash assets, accounting entries, equipment and supply inventories, payroll and employee benefits.
- Reviews, recommends, and drafts updates and revisions to financial policies for the City.
- Meets regularly with City Manager and other department directors to ensure coordination and conformance with federal and state municipal finance regulations, policies, and practices.
- Under the direction of the City Manager, develops annual City budget coordinating with all Department Heads to create departmental budgets, and provides necessary revisions during the budget year.
- Completes and distributes monthly financial statements to Department Heads, City Manager, and City Council, and ensures budget compliance.
- Responsible for accuracy of payroll, accounts payable, and accounts receivable in conformance with approved budget.
- Balances accounts for monthly, quarterly, and year-end reporting; prepares adjustments to journals, ledgers, and other records in strict accordance with accounting practices.
- Reconciles bank statements, credit card, and cash payments; processes returned checks, and records bank charges and interest earned.
- Responsible for all City business license, property and sales tax compliance including review and audit of tax remittals.
- Responsible for accounting and timely reporting for all federal, state, and private grants received by City.
- Leads annual audit, prepares audit schedules and budgetary reports, and interfaces with Auditors.
- Develops and maintains City fixed asset inventory/management system.
- Researches and analyzes data; and makes recommendations and forecasts for use by City.
- Supervises, directs, and coordinates job functions: hiring, discipline, subordinate evaluations, terminations, etc. within the department.
- Serves as part of the City's management team, and during emergencies as part of the City's Incident Management Team.

MINIMUM QUALIFICATIONS

- A. Bachelor's degree in Accounting, Finance, Business Administration, or Public Administration.
- B. Five (5) years' progressively responsible accounting experience which included fund accounting and cost accounting.

Equivalent combination of education and experience considered.

PREFERRED QUALIFICATIONS

- A. Certification as a Certified Public Accountant, Certified Management Accountant, or candidate.
- B. Experience with government accounting software.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Working knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) procedures and Government Accounting and Auditing Financial Reporting (GAAFR) standards.
- B. Working knowledge of fund accounting, auditing and reporting requirements.
- C. Working knowledge of the legal requirements of municipal government accounting, payroll, budgeting and accounting controls.
- D. Demonstrated ability of successfully implementing and managing a consistent, periodic financial accounting and reporting cycle.
- E. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- F. Demonstrated skill in data extraction and manipulation techniques using a spreadsheet software and pivot table applications.
- G. Skill in establishing and maintaining productive working relationships;
- H. Ability to develop appropriate accounting methods for control and reporting purposes.
- I. Ability to handle confidential employee and administrative information with tact and discretion; ability to maintain confidentiality.
- J. Ability to understand and follow written/oral policies, procedures and instructions; ability to interpret and apply pertinent laws and regulations as they relate to municipal finances.
- K. Ability to prepare accurate and reliable reports containing facts, findings, conclusion and recommendations.
- L. Ability to interpret complex fiscal reports and records, analyze financial data and determine appropriate accounting methods for control and reporting purposes.
- M. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines..
- N. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology;
- O. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- P. Demonstrated integrity, ingenuity and inventiveness in the conduct of assigned tasks.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of financial management software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a pre-employment drug screening and background check (criminal history, verification of education and employment history).

WORKING CONDITIONS

Work is accomplished in a general office setting. Attendance at regular and special City Council meetings may be required.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees and the general public. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description outlines the general requirements and duties of an executive level position with the City of Cordova, which is an at-will position. 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.