

# City of Cordova Position Job Description

## Finance Director

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DEPARTMENT: FINANCE  
SUPERVISOR: CITY MANAGER  
CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED AND CONFIDENTIAL  
WORKPLACE & HOURS: IN-PERSON, REMOTE, HYBRID - HOURS 8:00AM TO 5:00PM

### SUMMARY

The Finance Director is a senior-level executive position responsible for the oversight of the operations and management of the primary financial functions of the City, including developing financial strategy, establishing robust system of internal controls, project financial planning, risk management, grant oversight and compliance, investments, banking, and capital asset and debt management. The Finance Director performs work 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 a \$15M budget including five Enterprise Funds. The Finance Director supervises the 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, GASB standards, and federal, state and local laws.

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

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

Responsible for direct supervision of Comptroller, and overall direction of the Finance Department personnel.

Responsible for all aspects of City finances including financial planning, investments, debt service, and cash management. Responsible for obtaining capital financing, including bonding proposals, and capital leases 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.**

- Plans, manages, organizes and directs all services and activities of the Finance department including the administration of City and department policies, procedures, programs, goals and objectives, long-range planning, financial management, and strategic plan implementation and management.
- Supervises, directs and oversees professional and administrative staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring performance deficiencies are corrected; assigning projects and programmatic areas of responsibility; ensuring that employees follow policies and procedures; ensuring staff are adequately trained; and making hiring, termination, and disciplinary decisions;
- 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.
- Oversees the development of written procedures for primary Finance Department functions including accounts payable, accounts receivable, utility billing, fixed asset accounting, grant accounting and reporting, budget, audit preparation, payroll, insurance allocation, etc. to promote staff training, consistency, and operational efficiency.
- Develops investment policies for the investment of City funds and operating reserves; manages cash flow and investment program in accordance with the City's investment policies.
- Manages City-wide risk management function including ensuring adequate insurance coverage, overseeing claims, evaluating appropriate levels of risk exposure; provides for general liability, workers compensation, property, marine and other liability coverage for 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 robust internal controls over account transactions and an orderly accounting filing system, including electronic filing of accounts payable, cash receipting, and payroll activity.
- Reviews trial balance reports of all funds.
- Audits accounts and records of receipts, expenditures, billings, sales tax filings, debt financing, contracts, budget activities, cash and non-cash assets, accounting entries, equipment and supply inventories, payroll and employee benefits.
- Oversees and coordinates for the annual audit, including creating workpapers, reconciling all Balance Sheet accounts with support documentation, preparing year-end adjusting journal entries and subsequent year reversing entries, preparing confirmation letters for banks and granting agencies, preparing Grant Analysis Worksheets documenting annual revenues, expenditures, cash receipts, and beginning/ending balances of A/R or Unearned Revenue, reconciliation of investments, and other audit-related functions.
- 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 collaborating with all Department Heads to develop and manage departmental budgets while overseeing the creation of a comprehensive, balanced overall budget; develops and prepares financial studies and plans; and provides necessary revisions during the budget year, ensuring that Council appropriations are timely and properly recorded.
- 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.
- Reviews and approves reconciliation of bank statements, credit card, and cash payments; processes returned checks, and records bank charges and interest earned.
- Responsible for accounting and timely reporting for all federal, state, and private grants received by City.
- Oversees and coordinates annual audit, prepares audit schedules and budgetary reports, reconciles Balance Sheet accounts and ensures support documentation for all year-end balances, and interfaces with Auditors.
- Develops and maintains City fixed asset inventory/management system.
- Develops and maintains a robust fixed asset accounting/inventory management system that includes capital asset depreciation schedules, ensuring new assets are recorded, disposed assets are removed, and annual depreciation is properly and timely recorded.
- Researches and analyzes data; and makes recommendations and forecasts for use by City.
- Assists Department Heads with the procurement process to ensure alignment with City code.
- Assists Department Heads with grant financial tracking and reimbursements.
- Attends necessary council meetings and ensures financial decisions by the council are carried out and completed in a timely manner.
- Serves as part of the City's management team, and during emergencies as part of the City's Incident Management Team as Finance Section Chief.
- Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- A. Bachelor's degree in Accounting, Finance, Business Administration, or Public Administration.
- B. Five (5) years of progressively responsible accounting experience which included fund accounting, cost accounting and supervision.
- C. Three (3) years of experience with audit processes.
- D. Five (5) years of supervisory level experience.

An equivalent combination of education and experience may be considered.

#### **PREFERRED QUALIFICATIONS**

- A. Certification as a Certified Public Accountant, Certified Management Accountant, CPFO, CGFM, 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. Must possess extensive knowledge of the principles, concepts, theories and practices of current governmental accounting.
- C. Working knowledge of fund accounting, auditing and reporting requirements.
- D. Working knowledge of the legal requirements of municipal government accounting, payroll, budgeting and accounting controls.
- E. Demonstrated ability of successfully implementing and managing a consistent, periodic financial accounting and reporting cycle.
- F. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- G. Demonstrated skill in data extraction and manipulation techniques using spreadsheet software and pivot table applications.
- H. Skill in establishing and maintaining productive working relationships;
- I. Ability to develop appropriate accounting methods for control and reporting purposes.
- J. Ability to handle confidential employee and administrative information with tact and discretion; ability to maintain confidentiality.
- K. 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.
- L. Ability to prepare accurate and reliable reports containing facts, findings, conclusions and recommendations.
- M. Ability to interpret complex fiscal reports and records, analyze financial data and determine appropriate accounting methods for control and reporting purposes.
- N. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- O. Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and technology;
- P. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- Q. Demonstrated integrity, ingenuity and inventiveness in the conduct of assigned tasks.

#### **REQUIRED TECHNICAL SKILLS**

Proficient in Microsoft Office Suite, including Word, Excel, and financial management software, with strong knowledge of data processing and transmission in a Windows environment. Familiar with modern office practices and leveraging Microsoft tools for efficient workflow and communication.

#### **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, financial history, and employment history).

#### **WORKING CONDITIONS**

Work is accomplished in a general office setting. Attendance at regular and special City Council meetings may be required. The complexity and challenges of the job can be stressful.

#### **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, mouse, 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.

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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.