

DEPUTY FINANCE DIRECTOR

POSITION SUMMARY

~~Under general direction, performs a high level and wide range of accounting technical review and account oversight and reconciliation duties. Assists in planning, managing, overseeing and directing assigned staff, operations, and services of the financial accounting, utility billing and payroll operations for the City. Work is performed under the direct supervision of the Deputy City Administrator of Administration and Finance.~~

Under the direction of the Deputy City Administrator, the Deputy Finance Director will take responsibility for all aspects of the Finance and Utility Billing divisions. This position serves as the investment officer, public funds custodian, debt manager, grants financial officer and financial risk manager. Will also provide overall administrative and technical direction in the areas of accounting, purchasing, treasury, insurance, pension oversight, budget control, audit management, capital projects, contracts and customer service. It also serves as the appeals officer for utility billing complaints and adjustments.

RESPONSIBILITIES

Essential Duties:

- ~~Supervises daily operations of the Finance and Utility Billing divisions, operations, ensuring efficiency and compliance with financial policies.~~
- ~~Responsible for planning, organizing, directing, and evaluating work of subordinate employees.~~
- ~~Oversees and provides vision, planning and oversight to the department.~~
- ~~Facilitates training and coaching of financial services.~~
- Establishes and maintains effective working relationships with governmental officials, the public, and co-workers.
- ~~Represents the City at public meetings, community events, committees, and conferences.~~
- ~~Is confident and competent in representing the City and presents at various community events, public meetings and gatherings, committees, and conferences. This includes providing written staff reports, making public presentations and appearing in front of City Commission.~~
- ~~Prepares, compiles, publishes, and presents timely and useful financial reports ensuring compliance with GAAP, GASB, and audit requirements, and projections to the Deputy City Administrator, City Administrator, and Commission. Ensures reported results comply with GAAP.~~
- Reviews, recommends s improvements, and implements changes improvements to the City's accounting and fund structure, ~~and financial policies.~~

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- Maintains ~~a documented system of accounting~~ and enforces financial policies and procedures ~~to safeguard city assets;~~ implements a system of controls over accounting transactions to minimize risk.
- ~~Directs and oversees~~ capital budgets and ~~construction~~ Construction in ~~Progress~~ (CIP) projects, ~~advising on funding availability of the city.~~ Works with other departments, city management to plan, advise on cash and funding availability for operating and capital infrastructure costs.
- ~~Oversees and understands all City's~~ Manages employee pensions and retirement plans ~~and the liability oversight.~~
- ~~Coordinates~~ Works with external auditors and ~~provides needed information for the annual audit and ensures timely completion of~~ financial statements.
- Advises ~~Deputy City Administrator~~ on cash flow, ~~and funding availability for capital expenditures;~~ and, ~~implementing~~ financial policy implementations and procedures.
- ~~May act on behalf of the Deputy City Administrator regarding financial issues in their absence as assigned.~~
- ~~Assists~~ Works with departments and management on budget preparation, analysis, and ~~ing~~ budgets, presentations s budget proposals to the Executive Team, and participates in budget work sessions city leadership and the commission.
- ~~Assists staff and commission with budget analysis and explains in a way that is easy to understand.~~
- ~~Facilitates alternative and creative solutions to address financial and budgeting needs.~~
- ~~High level of responsibility for department budget creation and implementation under direction of the Deputy City Administrator. Reports significant budget variances to the Deputy City Administrator.~~
- ~~Ensures compliance with Local, State, and Federal laws, requirements, and regulations.~~
- ~~Develops and maintains the City's accounting system and procedures and ensures compliance with City Policy, state and federal regulations, and government accounting standards.~~
- ~~Review and final approval over all City bank and investment reconciliations.~~
- ~~Attends national, state and local conferences, webinars and/or seminars on related financial standards, updates and requirements.~~
- ~~Oversees and understands~~ Administers financial ~~administration aspects of grants, debt applications, and investment management.~~
- ~~Has revenue and expenditure authority in operating budgets including encumbrances.~~
- ~~Processes debt applications and keeps records to verify debt is accounted for correctly to include State Revolving Funds (SRF), leases and bonds.~~
- Ensures effective controls are in place to safeguard the financial assets of the City, compliance with state and federal financial regulations.
- ~~Works in a constant state of alertness and safe manner.~~

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- Develops ~~and provides input for~~ strategic ~~direction, financial~~ goals, ~~plans,~~ and policies for ~~the finance department and~~ the City of Dickinson.
- Performs other duties of a similar nature or level as assigned.

Knowledge, Skills and Abilities:

- Knowledge of ~~general municipal finance laws and administrative policies governing municipal financial practices and procedures,~~ GASB standards, and ~~government accounting principles, and practices of accounting and budgeting in government;~~
- ~~Knowledge of~~ Experience in investment fund management and municipal debt administration;
 - ~~Knowledge of and ability to manage cash flow;~~
 - ~~Knowledge of budget preparation and management;~~
 - ~~Ability to plan, organize, direct, and evaluate work of subordinate employees~~
 - Skilled in Strong leadership, and management, and strategic planning skills.
 - ~~Encourage an atmosphere of collaboration and open communication~~
 - ~~Ability to speak and present publicly; to include hearing, vision, and clear speech;~~
- Ability to effectively communicate ~~effectively both orally and in writing complex financial information to diverse audiences.~~
- ~~Ability to think strategically and exercise considerable initiative and independent judgment;~~
- ~~Ability to interact successfully with individuals and groups both from within the City and outside the City;~~
- ~~Ability to use a variety of office equipment, computer software applications and related applications.~~
- ~~Apply accounting principles to the financial statements with the ability to analyze financial information and other related documents to GASB and GAAP standards.~~
- ~~Understands and uses creative leverage of resources.~~
- ~~Familiarity with City departments and functional responsibilities.~~
- Proficient in accounting software, ERP systems and financial reporting tools, Microsoft Suite applications.
- Skilled in documenting new processes and troubleshooting procedures.
- ~~Establishes, maintains, and~~ Ability to foster collaboration and maintains positive ~~and harmonious working~~ relationships with ~~individuals encountered during the course of work.~~ stakeholders.
- ~~Excellent interpersonal skills.~~
- Ability to ~~prioritize and handle~~ manage multiple ~~tasks simultaneously~~ projects with a high attention to detail ~~and deadlines.~~
- ~~Ability to work independently and as part of a team.~~
- ~~Handles sensitive and/or complex information.~~

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Education and Experience:

- ~~Bachelor's Degree with coursework in accounting, business or finance, or related field; Requires a bachelor's degree in Accounting Finance, or a related field; CPA and/or with a Master's degree and Certified Public Accountant Status strongly preferred.~~
- ~~Five or more years' of progressively responsible Finance experience;~~
- ~~Direct experience with governmental accounting, finance, budgeting or administration;~~
- ~~(6)~~
- ~~sSix years of governmental accounting experience, including management and administrative supervisory experience; with (8) eight years of experience preferred.~~
- ~~Experience with Microsoft Excel and Word is required; Microsoft GP experience preferred.~~
- ~~Two years experience in a supervisory capacity.~~
- ~~Or, an Or a An equivalent combination of education and experience may be considered sufficient to successfully perform the essential duties of the job. sufficient to successfully perform the essential duties of the job.~~
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Special Requirements:

- Valid Driver's License
- ~~A Certified Public Finance Officers certificate from GFOA or NDLC Auditor's certificate preferred.~~
- ~~Requires working kKnowledge of specialized practices, equipment, and procedures in municipal government financial practices and procedures.~~

WORKING CONDITIONS

Environment:

- Positions in this class typically require: talking, hearing, seeing and repetitive motions.
- Work is performed primarily within routine office environment with minimal exposure to hazardous or unpleasant conditions.
- Physical demands are usually limited to sitting or standing in one location much of the time.
- Some stooping, lifting or objects of light weight may be required.
- Work related travel is minimal.

Classification: ~~Grade 17~~ **Grade 20**

FLSA: Exempt

Created: 09/22/2022 by DCA Linda Carlson, HR Nameniuk

Approved by City Commission: 11/15/2022

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Updated: Title change from Finance Supervisor to Deputy Finance Director & updates 7/25/24
by HR Nameniuk, DCA Carlson
Updated 2/6/2025 by DCA Carlson

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