

DEPUTY FINANCE DIRECTOR SUPERVISOR

POSITION SUMMARY

~~This position will evaluate~~The Deputy Finance Director performs and participates in complex and day to day accounting and financial systems. 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 ~~They will coordinate functions of the accounting office and operate at a high level of accuracy under supervision of~~ the direct supervision of the Deputy City Administrator of Administration and Finance, and efficiently formulate and install accounting methods, procedures, forms and records. This leadership position will participate in a variety of local and state organizations and interacts with the public on a regular basis. They will formulate long range fiscal planning and prepare and present informative monthly financial reports. The Finance Supervisor will report to the Deputy City Administrator for Finance and Administrative Services and they will work together to develop an annual budget and oversee the annual audit; maintain and monitor all financial records and continue to identify areas of cost savings on a city wide basis. This position will ensure compliance, implementation and efficiency of the city financial policies, processes and procedures.

RESPONSIBILITIES

Essential Duties:

- Supervises daily operations of the Finance and Utility Billing divisions.
- Responsible for planning, organizing, directing, and evaluating work of subordinate employees.
- Facilitates training and coaching of financial services.
- Establishes and maintains effective working relationships with governmental officials, the public, and co-workers.
- 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 and projections to the Deputy City Administrator, City Administrator, and Commission. Ensures reported results comply with GAAP.

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- Reviews, recommends improvements, and implements changes to the City's accounting and fund structure, and financial policies.
- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Directs and oversees capital budgets and construction in progress (CIP) projects of the city. Works with other departments, cCity mManagement to plan, advise on cash and funding availability for operating and capital infrastructure costs.
- Oversees and understands all City's employee pensions and retirement plans and the liability.
- Works with external auditors and provides needed information for the annual audit and financial statements.
- Advises City officials Deputy City Administrator on cash flow or and funding availability for capital expenditures; and, implementing financial policies and procedures.
- May act on behalf of the Deputy City Administrator regarding financial issues in their absence as assigned.
- Works with departments and senior management on preliminary preparing budgets, presents budget proposals to the City Administrator Executive Team, and participates in budget hearings work sessions.
- 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.
- Responsible for government reporting and Ensures compliance with Local, State, and Federal laws, requirements, and regulations.
- 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 understandsing of grant financial administration of grants.
- 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.
- Works in a constant state of alertness and safe manner.
- Understands and uses creative leverage of resources.

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- Develops and provides input for strategic direction, 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 laws and administrative policies governing municipal financial practices and procedures, GASB standards, and principles and practices of accounting and budgeting in government;
- Knowledge of 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 leadership and management;
- Ability to speak and present publicly; to include hearing, vision, and clear speech; Ability to communicate effectively both orally and in writing.
- Skilled at negotiating
- 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 Microsoft Suite applications.
- Skilled in documenting new processes and troubleshooting procedures.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Ability to prioritize and handle multiple tasks simultaneously with a high attention to detail.
- Ability to work independently and as part of a team.
- Handles sensitive and/or complex information.

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Judgment/Decision Making:

- Develops and provides input for strategic direction, goals, plans and policies for the finance department and the City.
- Sets broad objectives and is accountable for overall results in Finance and Utility Billing divisions.
- Makes decisions on matters of significance; requires a high degree of independent judgment and critical thinking skills.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Responsible for the overall direction of Finance and Utility Billing staff including the ability to plan, organize, direct, and evaluate work of subordinate employees.
- This position reports to the Deputy City Administrator.

Relation to Others:

- High level contact with others in key positions within the City, community, business leaders, media and other dignitaries at local, state or federal level.
- Handles highly sensitive information.
- Ensures problem resolution identifies barriers to effective communication and holds self and staff accountable for customer service excellence.
- Communication may be one on one, small or large group presentations to residents, staff, and other local and state officials.

Education and Experience:

- Bachelor's Degree with coursework in accounting, business or finance, or related field;
- ~~A Certified Public Finance Officers certificate from GFOA or NDLC Auditor's certificate preferred.~~
- ~~Requires working knowledge of specialized practices, equipment, and procedures in municipal government.~~
- Five + or more years' of progressively responsible public Finance experience;
- Direct experience with governmental accounting, finance, budgeting or administration; in the accounting fields including the development of the governmental budgeting and accounting systems (Microsoft Great Plains (GP) software system preferred);
- Experience with Microsoft Excel and Word is required; Microsoft GP experience preferred.

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- ~~Three~~ Two years ~~experience in an administrative of administrative or progressive leadership a supervisory or supervisory experience capacity.~~
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License; ND license must be obtained within 150 days of hire
- A Certified Public Finance Officers certificate from GFOA or NDLC Auditor's certificate preferred.
- Requires working knowledge of specialized practices, equipment, and procedures in municipal government.

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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

FLSA: Exempt

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

Approved by City Commission: 11/15/2022

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