

~~July 2016~~October 2019

City of Douglas

Job Title: ~~Finance~~Management Services Director/ City Treasurer

Reports To: City Manager / City Council

Department: ~~Finance~~Management Services

FLSA: EX

OCCUPATIONAL CODE: OA

RANGE: ~~3638~~

JOB SUMMARY:

Acts as City Treasurer; plans, directs, organizes the activities and operations of the Management Services~~Finance~~ Department including financial planning, general accounting, internal auditing, purchasing, budgeting and data processing, which may include the following functional areas: Budget, Finance, Grants, Information Technology, Procurement, and Transit; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex financial information to the City Council, Finance Committee and City Manager.

ESSENTIAL FUNCTIONS:

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Supervises division managers and department support and/or technical staff~~Provides supervision and training for assigned staff.~~
2. Consults with the City Manager, City Council and Finance Committee on the financial conditions of the city and makes recommendations for courses of action including bonded indebtedness, leasing programs, and related financial matters.
3. Oversees and monitors the financial workings of City Departments.
4. Assists with the preparation, adoption, and execution of the City's operating and capital budgets, specifically recommending policy and operating improvement.
5. Develops a department budget and controls expenditures.
6. Coordinates the preparation of the City's annual financial report, in compliance with GAAP.
7. Analyzes monthly revenue and expenditure information, developing recommendations for appropriate actions to resolve problems.
8. Conducts revenue and expenditure studies, preparing short and long range forecasts for program planning.
9. Responsible for the effectiveness and efficiency of the City's integrated financial system, which may include coordination of ongoing training for city staff, modifying Chart of Accounts as needed, establishing policies and procedures or changing practices in order to improve processes and paper work flow, communicate regularly to staff city wide, provide useful financial reports, etc.
10. Prepares special and periodic analysis of financial information for the City Council, Finance Committee, City Manager, and other city staff.
11. Prepares financial information and reports required by other government agencies, including expenditure limitation statements.
12. Oversees the collection, billing, auditing and administration of the City's sales/use taxes.
13. Oversees utility billing and revenue collections and administration functions of the City
14. Oversees the accounts receivable and payable functions for the City.

Attachment 2a

15. Oversees the payroll processing functions for the City.
16. Oversees the city wide purchasing functions.
17. Oversees the information technology functions of the City.
18. Has oversight of the Grants programs.
19. Oversees the Transit functions for the City.
20. Ensures employees receive routine training, maintain required certifications and encourage additional certifications to gain expertise and knowledge.
- ~~16.~~21. Provides leadership and direction in the development of short and long range plans associated with the City functions within department divisions.
- ~~17.~~22. Maintains proper security for City financial records.
- ~~18.~~23. Researches and defines State Budgetary Laws applicable to the City and integrates legal considerations into an on-going operating system for budget-making.
- ~~19.~~24. Directs the administration of City license tax provision, including enforcement, collection and auditing and reviews and suggests amendments and revision for license code.
- ~~20.~~25. Prepares and reviews proposed ordinances and resolutions to expenditures, revenues, tax levies, and other fiscal matters.
- ~~21.~~26. Manages the City's investment program; invests the City's idle cash and any other such funds as directed.
- ~~22.~~27. Supervises subordinates and writes performance appraisals.
- ~~23.~~28. Performs related work as assigned

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Knowledge, Skills, Abilities:

- Considerable knowledge of public administration, fund accounting and cost accounting.
- Knowledge of the approved principles and standard practices of centralized budgetary accounting, treasury management, revenue and license administration, material management, and budgeting.
- Knowledge of systems management and analyses and research techniques.
- Knowledge of the need for and capabilities of computer equipment as an aid in reaching management decisions.
- Knowledge of municipal finance with emphasis in public budgeting systems and related accounting operations.
- Knowledge of computer applications to accounting and financial systems.
- Knowledge of codes, regulations, ordinances affecting City financial activities.
- Knowledge of auditing, financial analysis and research procedures.
- Knowledge of the principles and techniques of management, supervision and training.
- Ability to analyze and interpret fiscal accounting records and prepare accurate and complete financial reports.
- Ability to forecast future financial needs.
- Ability to develop new programs and program statistics.



Attachment 2a

Ability to develop and maintain effective public contact and customer service programs and relationships.

Ability to prepare clear, concise, and accurate reports and to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with City Government Officials; City management and department personnel.

Skilled in the organization and presentation of definitive and readily understandable documents and materials which thoroughly express results of fiscal studies, proposals, projections, etc.

#### MINIMUM QUALIFICATIONS

Bachelor Degree in Accounting or related field and at least five-years of managerial experience in governmental accounting and financial planning and administration, preferably in a municipality. Master's degree preferred along with appropriate experience.

An equivalent combination of education and appropriate experience may be substituted.

Valid Arizona Drivers License