

City of Grand Rapids Job Description

Job Title: Director of Finance
Department: Finance
FLSA Status: Exempt
Approved By: City Council
Approved Date: ~~June 25, 2012~~

Summary: Performs complex professional and administrative work managing, directing and coordinating the accounting, administrative and supervisory work of the City finance and accounting systems, maintaining controls of municipal funds, budget preparation, and financial reporting, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Departmental supervision is exercised over all personnel within the department.

Essential Duties and Responsibilities include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Administers and manages the City accounting system in the preparation of journal entries, posting and reconciling of accounts, and the monitoring of daily/monthly activity to ensure the accuracy of the accounting system in accordance with accepted governmental accounting principles and applicable laws.
- Oversees the development and maintenance of the accounting system for payables, receivables, fixed assets, general ledger, debt retirement, special assessments, investments, and risk management.
- Directs the preparation of complete, accurate financial information in proper form on a timely basis to governmental agencies, auditors, Federal and State grant administrators, City Departments, and the general public.
- Directs, coordinates, supervises and prepares the Comprehensive Annual Financial Report for examination by governmental and independent auditors.
- Reviews audits of City financial records or accounting procedures to determine adherence to prescribed policies and procedures.
- Analyzes financial data to determine conformity to overall goals, objectives, and policies and to forecast future financial performance.
- Review and establish procedures in City Departments to assure the protection of City assets.
- Coordinates City investments within the guidelines established by the investment policy regarding safety of capital, investment parameters, return on investment, and diversification for adherence to all laws, rules and regulations.
- Determines when to sell bonds and directs their sale in accordance with State and Federal statutes.

- Maintains ~~Tax-Increment~~ business subsidy files and submits annual ~~Tax-Increment~~ business subsidy Reports to State Auditor's Office.
- Prepares and provides financial information in various formats for use in public meetings or internal communications.
- Provides assistance on Department policies, activities, and procedures in response to inquiries from the public and other City employees.
- Directs the preparation of the City's monthly Treasurer's and Investment Reports that summarizes financial cash and investment information.
- Coordinates City-wide budgeting process based on an evaluation of present and future trends in cooperation with Department Heads and within the guidelines established by the City Administrator and monitors the adopted City-wide budget for adherence to approved budget appropriations.
- Prepares and makes recommendations to the City Administrator for the development of the annual Finance Department budget.
- Serves as a member of various employee committees.
- Performs other duties and assumes additional responsibilities as apparent and as directed to ensure efficient department operation.

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Education and/or Experience

Bachelor's degree with coursework in accounting, or related field and considerable experience working in governmental accounting, or equivalent combination of education and experience.

Must be bondable.

Valid driver's license in the State of Minnesota.

LANGUAGE ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance manuals, technical and procedure manuals, legal opinions, union contracts, personnel policies, City Charter, ordinances and policies, and legislative issues.
- Ability to prepare reports and correspondence.
- Ability to give presentations before City Council, groups of customers; and employees.
- Ability to maintain records, complete forms, and prepare reports.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, and the general public.
- Ability to effectively give and follow verbal and written instructions.

MATHEMATICAL ABILITIES

- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.

- Ability to perform statistical and risk analyses.
- Skill in preparing and administering municipal budgets.
- Ability to coach and train staff on municipal accounting techniques.
- Ability to recommend policy or procedural changes to keep in line with changing standards, rules and regulations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of modern governmental accounting theory, principles and practices.
- Considerable knowledge of internal control procedures and management information systems.
- Knowledge of financial handling and investment principles and practices.
- Knowledge of office automation and computerized financial applications.
- Considerable knowledge of public finance and fiscal planning.
- Thorough knowledge of budgetary, accounting, and reporting systems, , GAAP, and GASB.
- Ability to use independent judgment and initiative to address complex matters.
- Skill in operating the necessary tools and equipment such as word processing, database and spreadsheet software, office computer system, and 10-key calculator.
- Ability to design and maintain efficient and effective financial systems and procedures.
- Ability to prepare and analyze complex financial reports.
- Ability to train and supervise employees.
- Must be bondable.

Physical Demands This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.