

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Finance Director
Department: Finance
Division: NA
Date: March 7, 2011

Job Code Number: 125
Grade Number: 21
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Plans, organizes, directs and controls City financial functions including the: general ledger accounting and financial reporting system; city budget preparation; cash/investment management; payroll; accounts payable; and debt management; This position assures the efficient and effective utilization of citywide funds, personnel, materials, facilities and time. The incumbent provides technical advice and service to other departments as appropriate.

SUPERVISION RECEIVED:

Works under the general direction of the City Manager.

SUPERVISION EXERCISED

Exercises supervision over staff of the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises the positions of Accounting Manager, Accountant/Budget Analyst (3), Accounting Technicians (2), and other staff as assigned.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Prepares the City's Annual Financial Report in a format acceptable to the State Auditor's Office.

Oversee and participate in the development and administration of the City's budget; forecast City revenues and expenditures over a six year period including the need for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary. Present the City's budget for Council approval.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances. Performs or assists subordinates in performing duties; adjusts errors and complaints. Trains and develops staff.

Prepares a variety of studies, reports and related information for decision-making purposes. Serves as chief financial advisor to the city manager. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations. Maintains financial records. Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well being of the City. Prepares financial reports.

Oversees the central computerized financial and management information system of the City. Assists in budget preparation and execution. Oversees the posting and reconciliation of ledgers and accounts. Directs the preparation of state and Federal reports, including tax reports.

Oversees payroll and accounts payable processing including grant and CenterPlace receivables.

Acts as liaison between the City and the State Auditor's Office for the annual audit

May participate in economic development activities

Oversees the investment of City funds.

Works with the City's Risk Manager to ensure timely payment of the City's insurance premium.

May serve as the Acting City Manager in his/her absence performing general managerial duties.

Oversees the City's information technology and computer services programs. Assures that the City's phone system, computer network, and other automated systems meet the city's automation needs.

PERIPHERAL DUTIES

Develops finance related ordinances and resolutions. Represents the city at various conferences and meetings. Performs cost-of-service studies for service contracts or rate considerations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and

(B) Seven (7) years of progressively responsible government accounting or finance work, with at least two years supervisory experience.

An equivalent combination of education and experience may be considered.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of the Washington State Budgeting, Accounting and Reporting System (BARS), Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB);

(B) Skill in operating the listed tools and equipment; and

(C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three months. Must be bondable. Strong accounting background with experience in dealing with the State Auditor's Office .

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Human Resources Manager

Approval: _____
City Manager

Effective Date: March 7, 2011

Revision History: June 9, 2003 - Established