

POSITION DESCRIPTION

Job Title: Finance Director (City Clerk/Treasurer)

Department: Finance

Grade Number: 71

Date: 9/11/13

GENERAL PURPOSE

Performs a variety of complex, supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems and treasury functions of the City as well as supervising the operations of utility billing and customer service. Special emphasis on governmental accounting and updated GASB.

SUPERVISION RECEIVED

Works under the general direction of the City Manager.

SUPERVISION EXERCISED

Exercises general supervision over all finance staff, municipal court, and customer service staff through the Deputy Clerk/Treasurer and Municipal Services Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises assigned employees.

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 financial plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to other department heads and City Manager; makes presentations to City Council, boards, commissions, civic groups and the general public.

Communicates adopted financial 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.

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, other receipts and monies owed to the City of Duncan 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 monthly and annual 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.

Trains and develops staff.

Oversees accounts payable processing.

Supervise utility and other billings.

Assures the investment of City funds, consistent with law and best practices in municipal government.

Attends regular and special City Council meetings as needed.

Prepares reports for Council Meetings as directed.

Provides public records and information to citizens, civic groups, the media and other agencies

as requested.

Selects, trains, supervises, evaluates and disciplines assigned employees.

PERIPHERAL DUTIES

Develops finance related ordinances and resolutions.

Represents the City at various conferences and meetings.

Perform general management duties for the City Manager as assigned.

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;
- (B) Five (5) years of progressively responsible municipal finance work;
- (C) Any equivalent combination of education and experience.

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 budgetary, accounting and reporting systems, GAAFR, GAAP, and GASB; considerable knowledge of cash flow and investment practices; working knowledge and experience in the use of INCODE software.
- (B) Skill in operating the listed tools and equipment.
- (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 and City officials; ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

A valid Oklahoma state driver's license or ability to obtain one within three months with a driving record acceptable to the City's insurance carrier. Must be bondable.

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 ADA 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 ADA 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: _____
Supervisor

Approval: _____
Personnel Director