

ORGANIZATION: City of Sherwood
LOCATION: Sherwood, Oregon
DIVISION: Administration
DEPARTMENT: Finance
FLSA STATUS: Exempt
JOB TITLE: Finance Director – Pay Group I

DATE: 2013

PURPOSE OF POSITION:

Manages all fiscal operations and investments of the City. Plan, direct and oversee the operations of the Finance Department, including municipal court, financial reporting, auditing, debt management, budgeting, accounts payable, accounts receivable, collections, fixed assets, payroll, purchasing and investments. Supervise department personnel in the performance of their duties. Communicate with public on financial matters and concerns. The Finance Director reports to the City Manager.

ESSENTIAL JOB FUNCTIONS:

Establish departmental goals and objectives. Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and economic, legislative and judicial influences to provide appropriate and effective financial services for the City.

In conjunction with the City Manager, prepare and administer the City budget in accordance with Oregon municipal finance law.

Develop budgeting, accounting, and reporting systems in compliance with professional standards. Prepare adopted budget in a format conforming to the GFOA Distinguished Budget Awards program.

In conjunction with the City Manager prepare five-year financial plan. Maintain and update plan on a yearly basis.

Advise City Manager on fiscal issues. Provide financial advice and technical assistance to the City Manager, Department Managers and City Council as directed.

Maintain a system of control to ensure that expenditures do not exceed budgetary appropriations and keep the City Manager and Department Managers advised of financial conditions of their programs through standard reporting systems.

Establish procedures to ensure strong fiscal controls; monitor and audit cash handling procedures in all departments.

Provide oversight of the accounting process. Ensure systems and processes exist for timely and accurate reporting. Ensure internal controls are adequate to protect the city's financial interests. Ensure that the accounting system is operating as designed and regularly updated to perform in an efficient manner and meets all State requirements. Ensure accounting system can provide reports in an efficient manner for City Manager and Department Managers. Provide oversight and ensure accuracy of monthly reports.

Provide oversight of the annual financial reports and interaction with outside auditors. Ensure that auditors receive reports in a timely manner to meet state required reporting requirements. Prepare and publish annual CAFR reports meeting all State requirement and deadlines.

Assign, supervise and evaluate work of assigned employees. Resolve employee complaints and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within department.

Provide general assistance on a citywide basis related to budgeting, financial reporting, financing options, and general accounting. Ensure compliance to related policies. Research, analyze and assemble information, and make recommendations for grants, loans, rate studies and other matters related to the finance area.

Consult with various financial institutions and advisors, and bond counsel to arrange financing for construction projects. Provide financial information and analyses used to prepare bond prospectuses for debt financing. Ensure compliance with bond ordinances bond coverage and loan agreements. Ensure all principal and interest payments are made. Ensure compliance with continuing disclosure and post issuance compliance obligations.

Review debt obligations and recommend restructuring of debt when conditions allow for the city to save monies.

Manage the investment of City funds in a fiduciary, responsible manner in accordance with applicable laws. Oversee City's cash flow to meet operational needs and maximize interest revenues within policy guidelines. Develop, monitor and maintain long-term investment policies, procedures and practices. Oversee and administer areas of responsibility for municipal court.

Attend community, professional and civic organization meetings to communicate City goals, programs, and policies. Maintain cooperative working relationships with City staff, other organizations and the general public.

Respond and resolve difficulty customer service inquiries and complaints.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge of the principles, methods and practices of municipal accounting and budgeting, financial analysis and reporting, internal controls and auditing procedures, cash management, investments, and various laws affecting public accounting and budgeting. Knowledge of the principles of supervision, personnel practices, interpersonal communication; and computer software applications. Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a related field. Six years of increasing responsibility of professional accounting or financial management experience including three years of management and administrative responsibility, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

DESIRABLE REQUIREMENTS: Previous Oregon municipal experience. Certified Public Accountant (CPA). Possession of Certified Management Accountant (CMA) designation. Certification as a Municipal Finance Administrator (CMFA). Completion of Master's degree program in public administration, management, finance or related field. Working experience with government accounting software.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Supervises Finance Department staff. Position is responsible to ensure organization compliance with all laws and regulations pertaining to accounting, budget, and financial matters in an advisory manner.

SUPERVISION RECEIVED:

Works under the general direction of the City Manager.