IVINS CITY JOB DESCRIPTION
DIRECTOR OF FINANCE

DEPARTMENT:	ADMINISTRATIVE SERVICES	FLSA: NON-EXEMPT
DIVISION:		REVISED: 5/2014

GENERAL PURPOSE:
The Director of Finance performs the financial duties and responsibilities of the City Recorder as set forth in the Uniform Fiscal Procedures Act for Utah Cities and is responsible for the accounting, internal control, financial reporting, debt management, grant management and fixed asset management functions of the city.

SUPERVISION RECEIVED:
Works under the direct supervision of the Administrative Services Director and under the general supervision of the City Manager.

SUPERVISION EXERCISED:
Provides direct supervision to the Accounting Technician and Deputy Director of Finance; does not have authority to hire or discipline.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Perform and/or oversee the accounting, internal control, financial reporting, debt management and grant management functions of the city.
2. Maintain the general books for each fund of the City and all subsidiary records relating thereto, including a list of the outstanding bonds, their purpose, amount, terms, date, and place payable.
3. In the event the City is without funds on deposit in one of its appropriate bank accounts with which to pay any lawfully approved claim, draw and sign a warrant upon the City Treasurer for payment of the claim.
4. Manage all grant funds, including required reporting and tracking; cooperate and communicate with Department Heads regarding same.
5. Manage all bonds, loans, leases, and recurring contractual obligations and prepare check requests for same; cooperate and communicate with Department Heads re: same; read City Council agendas and meeting minutes to keep current on such matters.
6. Manage all fixed assets of the city; prepare and present reports regarding same to the City Manager as requested.
7. Advise the City Council, City Manager, and Department Heads regarding cash availability and other financing options for capital projects.
8. Assess and make recommendations to the City Manager concerning debt refinancing opportunities.
9. Assist the City Manger in the preparation of budgets for each fund of the city.
10. Prepare and present to the City Council monthly summary financial reports and quarterly detail financial reports, prepared in the manner prescribed in the Uniform Accounting Manual for Utah Cities.

11. Prior to the preparation of each Tentative Budget, prepare and submit to the City Manager updated cash flow forecasts for both the current and next fiscal years, a three (3) year capital project plan, and a three (3) year financial forecast.
12. Within ninety (90) days after the close of each fiscal period, prepare and submit to the City Council an updated ten (10) year Financial Trend Analysis, including but not limited to applicable ICMA financial indicators.
13. At the close of each fiscal period, reconcile financial records and otherwise prepare for annual audit; interface with independent auditor regarding annual audit and oversee the audit process for the city.
14. Within 180 days after the close of each fiscal period, prepare and present to the City Council a Comprehensive Annual Financial Report (CAFR), including all funds and component units, prepared in conformity with generally accepted accounting principles (GAAP) and Governmental Accounting, Auditing, and Financial Reporting (GAAFR) requirements; submit same to GFOA for review/certification.
15. Within 180 days after the close of each fiscal period, prepare and present to the City Council a Public Annual Financial Report (PAFR) in accordance with GFOA standards to be readily accessible and easily understandable to the general public and submit same to GFOA for certification when eligible.
16. Prepare and file with the State Auditor copies of all required reports, including but not limited to budget report, annual financial report, impact fee fund report, UT-2 report, and financial survey of local governments report.
17. Review Impact Fee Facilities Plans and prepare Impact Fee Analyses.
18. Such other duties assigned by the Administrative Services Director or the City Manager.

QUALIFICATIONS:

Education and Experience:

1. Must have Bachelor's Degree in accounting, finance, business administration, public administration or related field; MBA, MPA and/or CPA preferred.
2. Three (3) years full-time successful work experience in governmental accounting/finance OR five (5) years full-time successful work experience in general accounting/finance.
3. Current Certified Public Finance Officer (CPFO) preferred; must have passed, or pass within nine (9) months, the Governmental Accounting, Auditing and Financial Reporting Examination portion of the CPFO Program and must have passed, or pass within eighteen (18) months, the Debt Management Examination and the Operating and Capital Budgeting Examination portions of the CPFO Program.

Knowledge:

1. English – Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.
2. Clerical – Knowledge of administrative and clerical procedures and systems, such as word processing, bookkeeping, managing files and records, and other modern office procedures and terminology.
3. GAAP – Working knowledge of generally accepted accounting principles and municipal fiscal procedures.
4. GAAFR – Working knowledge of governmental accounting, auditing, and financial reporting using the GASB 34 model.
5. Computers/Office Machines – Knowledge of proper use of computers and office machines.

6. Computer Software – Knowledge of, and proficiency in using, Microsoft Word, Microsoft Excel and various types of accounting software (Caselle); knowledge of, and proficiency in using, Microsoft PowerPoint also helpful.
7. Math – Knowledge of basic math, particularly regarding payroll and benefit calculations.

Skills:

1. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
2. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
3. Time Management – Efficiently managing one's own time.
4. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
5. Typing / 10 Key –55 words per minute and use a 10-key accurately preferred.
6. Speaking – Talking to others to convey information effectively.
7. Organization - Setting up and maintaining paper and electronic filing systems for records, correspondence, and other materials; keeping the office organized and filing documents in a timely manner.

Abilities:

1. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
3. Speech Recognition – The ability to identify and understand the speech of another person.
4. Speech Clarity – The ability to speak clearly so others can understand you.
5. Written Expression – The ability to communicate information and ideas in writing so others will understand.
6. Problem Sensitivity – The ability to recognize when something is wrong or is likely to go wrong.
7. Selective Attention – The ability to concentrate on a task over a period of time without being distracted.
8. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
9. Near Vision – The ability to see details at close range (within a few feet of the observer).
10. Wrist-Finger Dexterity – The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

WORKING CONDITIONS:

1. Office environment, light physical effort which may include sitting or standing for extended periods while operating assigned equipment.
2. Infrequent lifting of light weights up to 15 pounds.
3. Moderate exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

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