

# CITY OF GLADSTONE POSITION DESCRIPTION

**Class Title:** Finance Director  
**Department:** Finance

**Range Number:** 53-NR  
**FLSA Status:** Exempt  
Supervisory  
Non-Represented

**Date:** April 2022

## **GENERAL STATEMENT**

As a member of the Executive Management team the Finance Director provides clear consistent and timely financial information to the City Administrator, City Council, and the Budget Committee so that they may make informed business decisions. The Director has direct input into City policies and procedures and advises the City Administrator on related issues.

The Director exercises budget responsibility for the Finance Department and is responsible for supervising all fiscal operations and personnel within the department. Plans, directs and administers all activities related to financial management, such as: budgeting, payroll, accounts payable, accounts receivable, collections, purchasing, fixed assets, utility billing, and LID's. The Director has frequent contact with staff, members of other government entities and elected officials; communications are often complex in nature.

## **SUPERVISION RECEIVED**

Works under the broad policy guidance and direction of the City Administrator. Work is performed highly independently with little direction. The Director determines practices and procedures by contributing to the development of new concepts and dealing with problems which are quite difficult and require judicious decision making.

## **SUPERVISION EXERCISED**

Supervises Account Clerks and other part-time or temporary staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provides leadership and direction in the development of the City's short and long range financial plans. Initiates financial studies and plans to insure the financial condition and wellbeing of the City.

Responsible for cost-of-service studies for utility rate considerations. Oversees the investment of City funds; monitors debt structure and assists in acquiring new debt. Oversees and tracks the financial reporting of the Capital Project accounts.

Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.

Drives to professional institutions to process financial documents and represents the City at, various conferences and meetings.

Responsible for managing City retirement accounts, projecting employee benefit cost changes and budgeting accordingly.

Coordinates with the City Attorney and Human Resources on property/casualty/liability and worker's compensation insurance issues; performs labor costing for negotiations.

Establishes and maintains internal control procedures and ensures that state and national standard accounting procedures are maintained; oversees the posting and reconciliation of ledgers and accounts.

Directs the maintenance of a central accounting system for the City in a manner consistent with established, accepted governmental accounting standards and practices to guarantee the ability to produce cost, financial and statistical data for management purposes and to meet statutory requirements.

Responsible for the Comprehensive Annual Financial Report and coordination with the auditor. Directs the preparation of state and federal reports, including tax reports and grant compliance documentation.

Under direction of the City Administrator prepares the City's budget document ensuring compliance with applicable accounting standards and State Budget Law; prepares supplemental budgets as needed.

Financial policy development, such as composition of resolutions for adoption of the budget, supplemental budgets, and audits, as well as ordinances to amend the Gladstone Municipal Code.

Communicates official financial plans, policies and procedures to staff; makes presentations to the City Council, boards, commissions, civic groups and the general public.

Gathers, interprets, and prepares data for studies, reports and recommendations to Department Directors.

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

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

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

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 in accordance with best personnel practices.

## **PERIPHERAL DUTIES**

Assists the public, public officials and other employees in a friendly and courteous manner.

Provides back-up to Account Clerks.

Serves as a member of various employee committees.

*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.*

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree from an accredited college or university in Accounting, Finance, Public Administration, Business Administration or a related field.

Minimum ten (10) years of experience in a closely related field preferably in a state or local government environment, five (5) years of which were at a professional management level and includes a minimum of two (2) years of supervisory experience.

Certified Public Accountant (CPA), Certified Management Accountant (CMA) and/or Certification as a Professional Finance Officer (CPFO).

Any equivalent combination of education and experience may be considered.

### **Special Requirements:**

Must be bondable.

Must successfully pass a criminal history background and credit history check and pass the security clearance standards for unescorted access to certain City facilities.

Possession of, or ability to obtain by date of hire, a valid state driver's license with a clean driving record.

### **Knowledge, Skills & Abilities:**

- Advanced knowledge of modern governmental accounting theory, public finance and fiscal planning principles, and practices.
- Advanced knowledge of internal control procedures and management information systems
- Thorough knowledge of budgetary, debt financing, accounting and reporting systems: Governmental Accounting, Auditing, and Financial Reporting (GAAFR); Generally Accepted Accounting Principles (GAAP); and, Governmental Accounting Standards Board (GASB).
- Thorough knowledge of office automation and computerized financial applications.
- Considerable knowledge of payroll and accounts payable functions.
- Working knowledge of management and supervisory practices and principles.

- Skilled in computer operation in a virtual desktop environment; proficiency with word processing; spreadsheets, databases, electronic communications, and other Microsoft and/or financial planning and budgeting applications.
- Skill to effectively supervise and motivate staff.
- Excellent written and oral communication skills.
- Ability to work as an Executive Management team member and to provide great customer service to City departments.
- Ability to develop long range plans and programs and to make sound decisions on matters of major policy and on complex administrative financial problems and to advise the City Administrator on the formulation of fiscal policy.
- Ability to prepare and analyze comprehensive financial reports and make effective presentations
- Ability to maintain efficient and effective financial systems and procedures.
- Ability to develop and administer large budgets.
- Ability to administer grants and prepare associated documentation.
- Ability to manage multiple projects often within tight timeframes.
- Ability to analyze and evaluate departmental operations and develop and implement plans to increase or improve departmental efficiency, to develop goals and manage long range planning for the department.
- Ability to work as a team member and to cultivate a team climate, manage and evaluate the work of department staff.
- Ability to establish and maintain positive and cooperative effective working relationships with staff, public officials, boards and committees, outside agencies and the general public.
- Ability to drive a City vehicle.

### **TOOLS AND EQUIPMENT USED**

Personal computer in a networked environment including word processing, spreadsheet, scheduling, e-mail, and database software; financial and accounting applications, standard office equipment and communication devices; City vehicle.

### **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 accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to twenty-five (25) pounds and drive a City vehicle.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is primarily performed in a lighted, conditioned office environment with a noise level that is usually quiet.

The position incumbent works with a significant workload characterized by frequent deadlines and constant interruptions. Evening meetings are required.

*This position 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.*

Revision History: 4/2022