

## CHIEF FINANCIAL OFFICER

### JOB DESCRIPTION

**Classification Responsibilities:** The Chief Financial Officer is the highest financial position within the City and is responsible for the formulation and execution of the City's overall financial policies, strategies, planning, and forecasts. Specific responsibilities may include: management oversight of Business Services (Admin Business Services, Customer Information & Billing Operations, Materials & Supply, Purchasing, Revenue Collection Operations, Tax & Audit Collections, Print & Mail Services); Financial Services, and may be responsible for other assigned departments or activities; approving and coordinating changes and improvements in automated financial and management information systems for the City; ensuring compliance with the City's financial policies, local, state, and federal budgetary, and financial reporting requirements; overseeing the approval and processing of revenue, expenditure, position control documents, department budgets, cash flow, cost controls, financial statements, financial forecasting, monitoring City investment activities and performance; evaluating the work of professional, paraprofessional, and office support staff who perform tasks related to budget preparation, budget adjustments preparation and processing, financial planning and budgeting for significant fixed assets and capital improvements, and payroll; analyzing cash flow, cost controls, financial statements, and expenses to identify opportunities, and to guide City management; coordinating debt management and capital financing, Community Facilities Districts (CFDs), development agreements and other financial activities as required. Additionally, the Chief Financial Officer is responsible for establishing and implementing short- and long-range goals, management objectives, financial policies and operating procedures; establishing and maintaining appropriate financial safeguards and controls; monitoring and analyzing City revenues and expenditures; establishing and maintaining an internal control structure for procurement, revenues, expenditures, assets and financial reporting to ensure fiscal accuracy and that requirements and/or obligations are met; negotiating, reviewing, and approving revenue and expenditure projections; applying policy criteria to ensure that agreements are adequate as to accounting form; monitoring revenue collection and expenditures of budgets and funds, and providing written and verbal status and findings, reports to Deputy City Managers, City Manager and City Council. The Chief Financial Officer also serves as the City Treasurer. The Chief Financial Officer will represent the City and City Council to the media, government agencies, funding agencies, and the general public on matters relating to City finances. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. This class works under the policy direction of a City Manager. The City Manager reviews work through reports, conferences, and meetings regarding problems encountered and results achieved. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Business or Public Administration or a related field. A minimum of 10 years of progressively responsible managerial, supervisory, and administrative experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in Business Administration, Public Administration, or a related field is desirable. Certification as a Certified Public Accountant (CPA) is preferred.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Makes effective verbal and written presentations. Provides information on matters relating to accounting, municipal bonding and debt service, investments, and special projects. Discusses financial policies and procedures, and presents recommendations to City management and the City Council. Prepares correspondence, reports, agreements, data analysis, and policies and procedures. Communicates City and department policies and procedures, staff expectations, and management perspective to the appropriate parties. Prepares City Council reports, and reports for City management. Communicates City and department goals, objectives, and priorities to staff, City management, City Council and the public, and serves as the spokesperson for the City's business and financial matters.

**Mental:** Plans, organizes, and directs the activities of the assigned departments. Supervises and evaluates the work of subordinate supervisors. Resolves work-related problems within the departments. Develops policies and procedures and short- and long-term objectives for the departments. Conducts research and analyzes data to comply with federal and state laws and management directives. Performs mathematical calculations, statistical computations, financial and cost analysis, revenue forecasts, and feasibility studies. Comprehends and makes inferences from written material.

### **Knowledge/Skill/Abilities:**

Knowledge of:

municipal financial administration and accounting principles and practices;  
investment fund management and municipal debt administration;  
financial policy development;  
financial and accounting automated systems;  
fiscal monitoring and control mechanisms;  
revenue, expenditure, and collections functions;  
laws and regulations that apply to government accounting practices and standards; and  
strategic planning principles and practices.

Skill in developing relationships with the business and development communities, financial service institutions, and rating and regulatory agencies.

Ability to:

develop comprehensive plans designed to anticipate and respond to the needs for departmental services; request and review Requests for Proposals for financial advisory services, attorney services, and outside independent audit services;

review analyses of revenue flows, monetary reserves, and investment possibilities in developing a plan for maximizing the return on City investments;

advise City management and the City Council regarding fiscal matters;

evaluate alternative financing methods and make recommendations to City management for project funding;

coordinate efforts with City management and outside financial consultants in determining the timing and total amount of capital financing;

review and approve month-end reports of City investments;

speak before City Council, and public and professional groups, about the City's financial plans, objectives, policies, and programs;

direct preparation and expenditure of the budgets for the various departments;

draft plans for responding to future service demands and the promotion of department efficiency;

direct the conduct of special studies and implementation of major departmental programs; and

direct the preparation of policy recommendations relating to fiscal matters, such as investments and debt service.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Minimum Qualifications 12/14

PK/pa/hn

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PAY GRADE: E12

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-FIN

SWORN-No

PAY PLAN E01-E14