



JOB DESCRIPTION

TITLE: Finance Director
DEPARTMENT: Finance
GRADE: 22
FLSA: Exempt
EEO DESIGNATION: Officials Administrators
REVISION DATE: 06/07/2017

POSITION SUMMARY

The Finance Director is an appointed position and is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

The Finance Director works under the direction of the City Manager. The Finance Director assures the proper administration of the financial affairs of the City and provides fiscal support for all City departments and programs. The Finance Director is responsible to ensure that the City Manager, Mayor and City Council have the financial information needed to enable them to function effectively and efficiently in fulfilling their missions and achieving established goals.

ESSENTIAL FUNCTIONS:

- Directs the maintenance of a central accounting system for the City in a manner consistent with Generally Accepted Accounting Principles and in sufficient detail to produce adequate cost, financial and statistical data for management purposes and to meet statutory requirements.
- Supervises the personnel in the Finance Department and the personnel in other functional areas of the City as assigned.
- Oversees the City's financial planning activities including developing appropriate revenue forecasting and expenditures models and monitors the financial condition of the City.
- Administers and coordinates annual preparation of the City's budget and related financial reports including the Comprehensive Annual Financial Report.
- Coordinates annual audit with outside auditors.
- Oversees the establishment, collection and appropriateness of City fees and charges including development impact fees.
- Attends City Council meetings as required.
- Implements and enforces City financial controls and procedures.
- Maintains all financial records for audit, historical information and legal purposes.
- Consults with department heads on fiscal policy and financial impacts.
- Supervises all financial activities including the preparation of audit, budget, capital asset, inventory, bond issuance, cash management, utility billing, treasury, investments, etc.
- Performs a wide variety of additional financial management tasks.



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- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The Finance Director shall be appointed on the basis of his/her ability, integrity, and prior experience relating to the duties of the office, but not limited to, abilities in public administration and executive leadership.

Any combination of experience, education and training will qualify if it provides for the required knowledge and abilities. Graduation from an accredited four year college or university with a Bachelor's degree in Finance, Accounting or related field. A Master's degree in Business Administration, Finance or Accounting and a Certified Public Accountant (CPA), Certified Government Finance Officer (CGFM) or Certified Public Finance Officer (CPFO) designation is preferred. Must have a minimum of five years of extensive and increasingly responsible experience in governmental accounting, revenue, and financial management.

KNOWLEDGE, SKILLS AND ABILITIES

1. Comprehensive knowledge of accounting theory, principles and practices and its application to a variety of accounting transactions and problems.
2. Comprehensive knowledge of governmental Generally Accepted Accounting Practices (GAAP).
3. Comprehensive knowledge of municipal finance including bonded indebtedness requirements and State laws as they pertain to city revenues and expenditures.
4. Comprehensive knowledge of Government Accounting Standards Board (GASB) principles.
5. Knowledge and ability to prepare and administer a municipal budget.
6. Comprehensive knowledge of administrative management principles, practices and equipment.
7. Considerable knowledge of the principles and practice of statistics with particular reference to their application to financial and operational activities.
8. Ability to analyze and interpret fiscal and accounting records and prepare accurate and complete financial statements from such records. Also the ability to prepare difficult and complex financial and administrative reports is also required.
9. Must be able to balance multiple conflicting priorities and make recommendations and decisions concerning priorities.
10. Ability to present reports and financial information effectively in private and public settings.
11. Ability to collect, organize, and analyze often complex information and convert it into clear, concise reports, to carry out statistical functions; and to apply word processing, spreadsheet, presentation, database, e-mail/ scheduler, and other personal computer applications.
12. Must be able to communicate effectively both orally and in writing.



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13. Must be able to organize and delegate assignments to staff members.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Functions of the position generally performed in a controlled environment, but subject to seasonal and weather extremes, and travel conditions. Various levels of mental application required, i.e., memory for details, discriminating thinking, creative problem solving. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around different types of physical locations throughout the City and emergency situations. Considerable exposure to stress related to time deadlines and working conditions. Unconventional working hours including long hours, weekends and holidays as needed.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does 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.