

## **FINANCE DIRECTOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Finance Director is responsible for managing, directing and supervising the activities of the Accounting Division of the Financial Services Department including accounts payable, accounts receivable, general accounting, payroll, property and cost accounting, and revenues and receipts; and performs highly complex professional accounting work. This position has direct supervisory and management responsibility for professional-level subordinate supervisors, and administrative responsibility which includes long-range planning, establishing and directing Citywide financial related programs, assuring compliance with federal and state regulatory agencies, as well as the City's internal management policies and Budget Plan. Other significant responsibilities include preparing the Comprehensive Annual Financial Report (CAFR), implementing all new Governmental Accounting Standards Board (GASB) reporting requirements each year as well as managing the existing debt service and investments. This position is also responsible for preparing the Accounting Section annual budget. This class performs related administrative and management duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The Finance Director's work assignments are broad in scope and are performed with considerable independence in judgment and initiative in making difficult technical and supervisory decisions, and in determining work assignments and priorities. The Finance Director exercises supervision over professional supervisory accountants. The Finance Director has a thorough understanding of the City's investment policy and financing practices. The Finance Director does not have leadership over the budget function, which is under the leadership of the Office of Management and Budget Director. This class receives general supervision from the Chief Financial Officer, who reviews work through conferences and the evaluation of overall 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, or a closely related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** A Master's Degree in Accounting, Finance, Business Administration or closely related field; Certified Public Accountant designation; and Enterprise Resource Planning (ERP) experience are preferred.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, auditors, other City employees, vendors, customers, management, and public officials in order to acquire information, provide information, or resolve problems which aid in preparing the annual financial report, oversight of the operation of the Accounting Division and completion of special projects. Instructs and trains accounting staff and other City employees regarding accounting applications and principles. Prepares audit schedules, management reports, recommendations and responses to inquiries from internal and external sources, financial reports, budgets, and annual financial statements to communicate the City's financial position. Serves as the primary point of contact with external audit firms and serves as project leader for completion of the CAFR.

**Manual/Physical:** Operates a personal computer (PC) with specialized software programs, and a variety of standard office equipment, including 10-key calculator, microfiche viewer, etc. Ensures that data or information are appropriately entered into a PC in order to retrieve information, process accounting transactions and create spreadsheets and reports. Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations (grants, taxes), state regulations (grants, taxes, expenditure limitations and requirements), or other standards/guidelines (such as generally accepted accounting principles). Monitors and/or evaluates information, work-related conditions or determines compliance with prescribed operating or other standards, regulations, guidelines (such as generally accepted accounting principles).

**Mental:** Plans, organizes and/or directs the activities of the Division. Supervises and evaluates subordinate accounting supervisors. Prioritizes and assigns work to accounting staff and prioritizes own work. Coordinates Accounting Division activities and special assignments with other City departments and other cities. Develops departmental and divisional policies and procedures and short- and long-term objectives. Conducts research in order to complete budgets and the annual financial report. Performs mathematical, statistical, and cost analyses used in the preparation and administration of the annual budget.

### **Knowledge/Abilities:**

Knowledge of:

City, state, and federal rules, policies, procedures, and applicable methods for compliance;  
generally accepted accounting principles and theory;  
GASB statements and federal and state financial reporting regulations;  
governmental accounting principles and practices;  
general trends and current developments in public sector (governmental) accounting;  
current Internal Revenue Service Regulations regarding payroll and taxable revenues;  
state and City tax codes, and information contained in various sections of the City's accounting system;  
general principles of employee supervision as well as City of Mesa Personnel Rules;  
types of securities approved for inclusion in a municipal investment portfolio;  
market rates, terms and conditions which impact on investment yields;  
data processing applications for accounting, budgeting and investment portfolio management,  
procedures, methods and forms associated with automated accounting systems;

research methods and techniques; and  
project management and control techniques.

Ability to:

evaluate and study the GASB pronouncements;  
implement required changes to assure compliance with GASB;  
evaluate and implement the Governmental Finance Officer's Association (GFOA) Certificate of Excellence in Financial Reporting Programs findings;  
plan and manage the work of accounting personnel through planning, organizing, motivating, and evaluating performance objectively;  
assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time;  
resolve work procedure problems and questions presented by subordinate level staff;  
plan, work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations;  
prepare and/or delegate components of the CAFR;  
follow up through oral and written explanation regarding the contents of the Annual Report to the public, bond buyers, department managers, other municipalities, and the GFOA;  
serve as a liaison with the external audit firm;  
assist in preparing reports for presentations to bond rating agencies to seek a higher bond rating for the City of Mesa; and  
interact with finance professionals (bankers, financial consultants, auditors) in order to establish and maintain effective working relationships.

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.

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CS5701.DOCX

PAY GRADE: E08

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