

CITY DIRECTOR OF FINANCE

General Statement of Duties

Performs complex professional and difficult administrative work in planning, organizing, and directing the financial activities of the City.

Distinguishing Features of the Class

An employee in this class plans and directs the disbursement and accounting of revenues and expenditures for the City. Work involves supervision of the budget, purchasing, accounting, general revenue collections, and payroll operations. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances and the Commonwealth of PA General Statutes governing the responsibilities of local government accountants. Work is performed under the direction of the City Administrator, Finance Department Head, Mayor and City Council and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, and supervises the operations of the Finance Department and, as permissible in the Third-Class City Code, the operations of the City Treasurer's office, including disbursement and accounting of municipal funds, billing, and preparation of monthly, quarterly, and annual reports; supervises staff assisting with these duties.

Serves as a member of the team, along with the City Administrator, Mayor, Treasurer and City Council in the preparation of the general operating and capital improvements budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures.

Works with the Manager in the formulation of City financial policies. Manages receipt and investment of City revenues.

Oversees and participates in risk management functions.

Oversees and participates in human resources functions. Oversees filing, reception, and customer service.

Oversees, with assistant, employee onboarding, time keeping and benefits.

Reviews and monitors ongoing administration of budget, monitors revenues and expenditures.

Reviews budget system and financial conditions and develops methods of improvement.

Assists the auditors during the annual audit of City financial records; follows up on findings to improve financial systems.

Maintains a general accounting system for the City; oversees maintenance of financial records for each department; maintains separate accounts for items of appropriation in the budget, including amount of the appropriation, amounts paid, unpaid obligations against the account, and the unencumbered balance.

Submits to the City Administrator and the City Council periodic statements of the financial condition of the City.

Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks.

Oversees IT functions of the City as they relate to financial operations.

Additional Job Duties

Performs budget amendments.

Performs related duties as required.

Recruitment and Selection Guidelines

Preferred Knowledge, Skills and Abilities

General knowledge of Pa. General Statutes and of local ordinances governing municipal financial practices and procedures is preferred.

Knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Knowledge of the principles and practices of automated systems and their use in a municipal environment.

Knowledge of supervision including motivation, communication, leadership, performance coaching and evaluation.

Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms and records.

Ability to plan, organize, direct, and evaluate the work of employees in the specialized field of accounting and collections.

Ability to design and prepare analytical or interpretative financial statements.

The ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other City employees.

Ability to conduct long range fiscal planning.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, feeling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, performs accounting processes, operate a computer terminal, and do extensive reading.

Additional Requirement

Must possess a valid PA driver's license

Must successfully pass a Criminal Background Check

Must successfully pass a Credit Check

Desirable Education and Experience

Graduation from a four-year college or university with a degree in accounting or business, preferably supplemented with a degree in business or public administration. Experience in public finance administration including some supervisory experience; or an equivalent combination of education and experience. Comparable work experience will be considered.