

Finance Director - 1490

Primary Reason Why Classification Exists

To manage and administer the operations of the City of Newton's Finance Department.

Distinguishing Features of the Class

An employee in this class serves as the chief financial officer for the City of Newton. Emphasis of the work is on the exercise of managerial and professional accounting knowledge and abilities required to oversee the operations and supervision of the Finance Department including subsidiary functions for treasury, investments, budget, billing and collections of taxes and municipal services, and other accounting divisions and operations. Work is performed with broad discretion and judgment in managing the department and is performed under the general direction of the City Manager. Supervision is exercised over technical and clerical personnel. Work is evaluated on the basis of attainment of individual and department objectives, accuracy of records, compliance with federal and state laws, and adherence to national general accepted accounting principles.

Illustrative Examples of Work

- Plans, assigns, and supervises the work of subordinate technical and clerical personnel
- Establishes broad guidelines to serve as standards of performance for the various divisions and sections in the department; coordinates the activities of divisions and sections and reviews results through conferences with division heads, staff meetings and reports
- Provides professional advice to City Manager and department directors on budget and other fiscal matters
- Prepares varied periodic and special financial and statistical reports
- Interprets and presents financial and budgetary reports in a variety of public meetings
- Exercises administrative control over the allocation of funds and the rate of expenditures in accord with the approved budget
- Designs long term financial plans for capital improvement programs
- Supervises the preparation of the City's annual budget and capital improvement plan
- Oversees the investment and accounting for all municipal funds including debt management
- Explains detailed or general fiscal and tax requirements to citizens as a means to help them understand City policies and procedures
- Performs related work as assigned

Knowledge, Skills and Abilities

- Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures (e.g., GAAP)
- Comprehensive knowledge of the principles, practices, and laws of accounting, budgeting, and municipal bond financing in government
- Considerable knowledge of the principles and practices of a municipal purchasing system and employee and general liability insurance administration
- Knowledge of principles and practices of effective communications with others, both orally and in writing

- Knowledge of the principles and practices of management and supervision including reward systems, employee relations, disciplinary process, training, and motivation
- Ability to prepare and present complex and detailed fiscal reports of a budgetary of financial nature to the City Council or other governing bodies or state and federal agencies
- Ability to supervise the development and installation of accounting systems and procedures; ability to prepare and to interpret financial reports
- Ability to plan, organize and direct the work of subordinate employees in specialized fields of accounting, payroll administration, statistical reporting, tax assessment and collection, and investments
- Ability to develop and implement teambuilding skills to achieve harmonious working relationships within the Finance Department, with department heads, City staff, governmental officials, and the public
- Ability to conduct long-range fiscal planning

Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in accounting, business, finance, public administration or a related field and 10 years of experience in finance administration (preferably in local government) at least 5 years of which must have been above the first-line supervisory level; a Master's degree is preferred

Physical Requirements

Work is generally sedentary and performed in office settings. Employee must have visual acuity to be able to prepare and analyze data and figures for accounting, read a computer terminal, and perform extensive reading. Employee must be able to talk and hear normally, and have sufficient mobility to file, make copies, and pick up mail from other locations.

Working Conditions

Work is generally sedentary and is performed in an office with a controlled environment without exposure to harmful conditions.

Special Requirements

- Licensed as a CPA in the state of NC
- Certified as a Municipal Financial Officer by the North Carolina Local Governmental Finance Officers Association
- Certified as a Notary Public

FLSA Status: Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight).

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be

interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

January 2015