



JOB DESCRIPTION

Title: **DIRECTOR OF FINANCE & ADMINISTRATION**
Department: Finance & Administration
Class Code: 1400
FLSA Status: Non-Exempt
Effective Date: July 1, 2011 (Rev. 08/2019)

GENERAL PURPOSE

An appointed at-will position, the Director of Finance & Administration plans, organizes, directs, and coordinates the fiscal and administrative responsibilities of the City.

ESSENTIAL DUTIES

- Supervises the divisions of Finance & Accounting, Treasury, Purchasing, Utility Billing, Budget, and the City Recorder.
- Plans, directs, and coordinates the work of the Finance & Administrative divisions; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Prepares and publishes the City's budget under the direction of the Mayor who serves as the Budget Officer.
- Collaborates with the City's financial advisor to obtain bond financing of major capital projects.
- Develops, implements, and reviews both financial and administrative policy for the City using best government practices and standards, including GAAP and GASB.
- Provides information to the public and outside agencies regarding finance; provides staff support to the Mayor and Council on special projects requiring research.
- Performs all duties of the Finance Director, as required by the Uniform Fiscal Procedure Act for Utah Cities and ensures city compliance with federal, state and local financial and accounting requirements.
- Prepares the Comprehensive Annual Financial Statement in combination with the City's independent auditors.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in accounting, finance, business management or closely related field and six (6) years of increasing experience in accounting, at least three (3) years in a supervisory capacity or any equivalent combination of education and experience.

Special Requirements

- Current CPFO (Certified Public Finance Officer) or CGFM (Certified Government Financial Manager) is required.
- CPA is highly desired.
- Must be bonded.
- Preference given to those with experience in the use of Munis financial software.

Necessary Knowledge, Skills and Abilities

- Extensive knowledge of the services provided by Murray City; extensive knowledge of administrative services and the services and the functions it provides.
- Thorough knowledge of the principles and procedures of accounting; thorough knowledge of research methods and statistical analysis; working knowledge of modern office methods, procedures, and equipment; thorough knowledge of bond and lease-purchasing financing.
- Thorough knowledge of principles of organization and management, public administration, public and governmental accounting practices and controls, municipal bonding, cash flow budgeting, and property.
- Skill in making complex, accurate mathematical calculations.
- Ability to meet and deal effectively with departmental personnel, governing bodies, outside agencies, and the public.
- Ability to analyze administrative and financial problems and make appropriate recommendations, conduct cost-benefit studies and evaluate alternate fiscal and managerial approaches.
- Ability to apply modern accounting principles and procedures to government situations; ability to keep complex financial records and to prepare financial reports; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; central financial computer system; 10-key calculator; phone, and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; walk and stand.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____