

City of Jonesboro

POSITION DESCRIPTION

POSITION TITLE:	Finance Director	EXEMPTION STATUS:	Exempt
JOB FAMILY:	Executive	JOB LEVEL:	Grade - 25 Range – \$75,000 - \$100,922 (DOQ)
GENERAL POSITION SUMMARY:	The purpose of this classification is to oversee, manage, administer and direct all aspects of Corporate Financial Operations to include all governmental accounts.	<u>POSITION RELATIONSHIPS SUPERVISES: (TITLES)</u>	City Hall
		SUPERVISED BY: (TITLE)	City Manager

DEFINITION:

Under administrative direction, plans, organizes, coordinates and directs the City's Finance Department, including payroll, accounts payable, accounts receivable, purchase orders and requisitions as well as maintaining all budget information.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the City.
- Provide executive-level leadership, strategic planning, and administrative direction for the Police Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as Finance Director for the City; works collectively with Mayor & City Manger on annual budget calendar and coordinates submittal of department budget requests; assists in developing expenditure and revenue estimates; reviews program decision packages; maintains revisions of budget records to meet any fiscal year adjustments; monitors City expenditures and revenues to ensure compliance with adopted budget; prepares cash flow projections and budget reports as necessary.
- Writes journal entries and makes adjustments as needed to the City's accounts receivable, accounts payable and payroll records
- Verifies all revenues and expenditures have been entered into the proper financial account
- Prepares various financial reports as required; reviews financial reports to ensure accuracy and completeness
- Serves as interface with auditors and accountants
- Provides special financial status reports to City officials as required
- Coordinates City of Jonesboro year-end financial audit
- Approves purchase orders; reviews accuracy of coding on invoices and payroll, and ensures budgeted amount is available for payment
- Creates budget overview documents for presentation to the Mayor and City Council, and the public.
- Administers payroll, reports and other financial records to ensure compliance with Federal, State, County, and City laws, ordinances, rules and regulations
- Monitors payroll and budget, approving new hires and promotions
- Presents monthly financial status reports to City Manager and Mayor who presents to City Council
- Processes transactions affecting plan coverage, premium payments and other administrative matters regarding the City's property and liability insurance plans and retirement plan; monitors related plan expenditures.
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- Ensures retention of financial records in accordance with established laws and City policies governing records retention
- Operates a computer to enter, retrieve, review, or modify data utilizing various computer software programs
- Assists employees by providing information and instructions, explains procedures and answers questions regarding applicable questions on budget, financial procedures and methods; resolves problems
- Communicates effectively with others as needed to coordinate work activities, review status of work, exchange information, and resolve problems
- Ensures proper implementation of millage rate including compliance with state laws and interpretation of the tax digest;
- Works with the public regarding City finances and collections; explains and enforces City policies and procedures regarding finances; and
- Maintains accounting, computer and budgetary systems that provide control of expenditures within all applicable guidelines, rules, regulations, legal constraints and budgetary controls;

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Any other duties as assigned.

JOB SCOPE

Job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of available resources is high. Errors in judgment could cause disruptions to the City's mission and adversely impact attainment of the City's goals. Incumbent operates independently but results are monitored by the City Manager. Content of work priorities are largely self determined.

COMMUNICATIONS/CUSTOMER CONTACT

Contacts are across the entire City community and in a leadership capacity. Community contact is a critical component of success in developing good will and support of City programs and initiatives.

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelor's degree from an accredited college/university in finance, business administration or closely related field; five (5) years of progressively responsible management experience in public/local government financial management; or equivalent combination of education and experience.
- In depth knowledge and skill in the understanding and use of the standards and principles used in the government finance area as defined by Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Proficient computer skills (Microsoft Office, Outlook, Internet, Tyler Technology (Incode), ADP.
- Strong effective communicator in writing, business presentations, and in interpersonal communication
- Experience with preparation of a Comprehensive Annual Financial Report.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of finance, budgeting and accounting particularly as it is applied in public organizations. Ability to plan, organize, and direct a comprehensive program of financial services.
- Knowledge of the principles and practices of public administration and management.
- Knowledge of the principles and techniques of computerized information management.
- Knowledge of the principles and techniques of purchasing.
- Knowledge of economic forecasting and economic trends.

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- Knowledge of special requirements pertaining to accounting for investment of governmental funds.
- Knowledge of relevant federal and state laws, city ordinances, departmental policies and procedures, and city procedures.
- Knowledge of the operations of other city departments in purchasing, accounting, and cash collection.
- Skills in supervising, evaluating, and managing personnel in diverse functions, including the ability to plan, assign, coordinate, and establish priorities.
- Ability to maintain complex financial records and prepare reports.

SUPERVISORY CONTROL: The City Manager assigns work in terms of very general goals and objectives. The Finance Director must be able to accurately forecast future financial conditions and advise the City Manager. The employee is responsible for organizing the work of the department so overall city goals are attained. Work is reviewed only in consultation with the City Manager on special problems and through regular reports to the City Manager, Mayor, and the City Council. Review is for propriety of results.

GUIDELINES: Guidelines are relevant federal and state laws, grant requirements, city ordinances, policies and procedures, and accepted accounting principles for government organizations. Interpretation is necessary in the application of guidelines.

COMPLEXITY: This position consists of a variety of main functional areas including administration, accounting, economic forecasting and budget preparation. Tasks within each of these areas are somewhat related. Complexity is added by the presence of time constraints, the variety of tasks, and the number of guidelines.

SCOPE AND EFFECT: Successful performance in this position insures efficient operation of the department, effective handling of all city financial transactions, effective budget development, and profitable investment of financial resources. Errors could result in loss of funds and credibility for the city and could cause legal liability.

PERSONAL CONTACTS: Contacts are typically with City Manager, elected officials, managers in all departments, vendors, and auditors, representatives of financial institutions and organizations.

PURPOSE OF CONTACTS: Contacts are typically for directing, supervising and motivating personnel, exchanging and providing information, and resolving problems.

PHYSICAL DEMANDS: Work is typically performed with employee sitting at a desk with intermittent standing and walking and may occasionally lift light objects.

WORK ENVIRONMENT: Work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The position has direct supervision over other personnel assigned to the Finance Department.

The City of Jonesboro is an equal opportunity, drug-free employer committed to diversity in the workplace.

ASSOCIATE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION

____/____/_____
DATE

APPROVED BY MAYOR
DATE CREATED/UPDATED: (09/25/20)

APPROVED CITY MANAGER