

TITLE: Finance Director

FIN/1

DEPARTMENT: Finance, City of Franklin

JOB SUMMARY: This position is responsible for planning, coordinating, and directing all aspects of the city's financial management and administration.

MAJOR DUTIES:

- o Plans, organizes, and directs all operations of the Finance Department; directs and participates in the formulation and implementation of applicable financial policies; provides general advice, assistance, and recommendations to the City Manager.
- o Supervises the maintenance, control, and analysis of the fiscal operations of the city government; maintains adequate accounting records to document compliance with local, state, and federal laws and ordinances; safeguards assets of the city through implementation or acquisition of adequate internal control mechanisms, investments, and insurance coverage.
- o Supervises and participates in the posting and balancing of city ledgers; prepares payroll and related records; prepares billing; supervises revenue administration; develops purchase orders, financial statements, and other related reports.
- o Coordinates the preparation of the annual city budget; aids department heads in preparing budget estimates and in determining costs for new, expanded, or reorganized programs; implements approved budget; prepares budget amendments as necessary, making appropriate ledger adjustments and estimating available fund balance.
- o Maintains and updates all information related to bonds and notes payable for projects undertaken by the city.
- o Invests funds to ensure adequate return on investment while maintaining funds' safety; prepares periodic reports on city investments and securities for presentation to the City Manager and City Council.
- o Authorizes the disbursement of city funds in accordance with officially established procedures.
- o Assists city department heads with financial matters; answers inquiries and explains policies and procedures.
- o Prepares regular and special financial analyses and reports for the City Manager and the City Council.
- o Analyzes and evaluates existing and alternative practices and procedures for the financial management of the city.

- o Assists with interviewing applicants for hiring within the department.
- o Prepares specifications for bids for insurance coverage; files insurance claims; reviews policies for adequate coverage and proper charges.
- o Assists outside auditors in completion of the annual city audit.
- o Oversees maintenance of all accounting work on grants received by the city; processes adequate records, reimbursements, and code reviews to comply with applicable laws and ordinances.
- o Oversees the city's collection processes; oversees all local and tax collections.
- o Develops, supervises, and monitors adherence to established procedures for the procurement of materials, equipment, and services for the city.
- o Administers risk management functions for the city.
- o Prepares periodic reports of departmental financial condition for review by the City Manager, indicating receipts, expenditures, and encumbrances; attends meetings of City Council as directed by City Manager and provides information as requested.
- o Supervises, trains, assigns, assists, and determines further training needs of Finance staff; ensures that subordinates receive orientation and training required for assigned positions.
- o Coordinates the preparation of documents for bond issues.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of accounting and auditing including modern city financial administration.
- o Knowledge of federal, state, and city laws and policies concerning city fiscal operations.
- o Knowledge of the operations of city government, including taxation and other sources of revenue.
- o Knowledge of the principles of supervision, organization, and administration.

- o Knowledge of general management principles, practices, theories, and methods.
- o Knowledge of grant acquisitions and administration guidelines.
- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in coordinating multiple-unit activities to achieve targeted results.
- o Skill in the maintenance of standard accounting and control measures for city government.
- o Skill in the supervision of personnel.
- o Skill in oral and written communication.
- o Skill in comprehending, understanding, and interpreting complex and technical information.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include federal, state, and local regulations, policies, and standards. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, administrative, and supervisory duties. The diversity of tasks contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the activities of the Finance Department. Successful performance in this position ensures the proper management of city funds.

PERSONAL CONTACTS: Contacts are typically with other city personnel, elected and appointed officials, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, resolve problems, provide services, and negotiate or justify matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Financial Accountant (1), Accounting Supervisor (1), Utility Billing Supervisor (1), and Collections Supervisor (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree or any combination of related experience in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- o Ability to be bonded.