

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	F301
FLSA:	E
WC:	8810
PG:	520
EEO:	1

CLASSIFICATION TITLE: FINANCE DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, direct, and coordinate the programs, operations, staff and resources of the Finance Department. Work involves establishing policies and procedures and directing the City's accounting, treasury management, utility billing, property tax, and purchasing functions through subordinate supervisors. Work is performed under the general direction of the City Administrator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Directs the programs, operations and services of the Finance Department which includes the City's financial management systems, accounting, treasury management, utility billing, property tax, and purchasing functions.

Performs strategic planning and establishes department goals, objectives and work plans; develops financial management systems, internal controls, and policies and procedures; develops department rules and regulations.

Directs the implementation of all finance department activities; ensures compliance with internal controls, established policies and procedures and with applicable federal, State and City laws, ordinances and resolutions; ensures financial activities adhere to generally accepted accounting procedures (GAAP); and provides guidance and direction to subordinate managers and staff regarding difficult finance issues and concerns.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Evaluates programs, services and operations; assesses effectiveness and performance; identifies and implements changes to maximize use of resources and better serve the City's financial needs; formulates and recommends new and/or changes to ordinances and/or resolutions for adoption by the Mayor and City Council.

Oversees the selection, implementation and administration of the City's automated financial management system; ensures employees receive needed training, software, hardware and peripheral equipment needed to best utilize the system; works with software engineers and computer support staff to identify needs, obtain services, and resolve problems.

Consults with and advises the City Administrator, Deputy City Administrator, Mayor and City Council on finance related issues; represents the City and/or Finance Department at meetings; and prepares reports and makes presentations upon request.

Serves as a member of various task forces, committees, and management and planning teams.

Prepares and/or reviews a wide variety of department reports and finance related documents including strategic planning and budgeting documents, financial statements, spreadsheets, purchasing documentation, and other administrative materials.

Directs the annual financial audit and oversees preparation of the comprehensive annual financial report.

Manages the department's financial resources; directs the development and administration of the department budget; and forecasts future department resource needs.

Communicates and establishes effective working relationships with banking institutions, vendors, mortgage companies, and other business leaders and representatives from local governments; responds to questions and requests for information from employees, managers, and the general public; explains and interprets financial policies, procedures and regulations; and resolves complaints and issues which cannot be addressed by subordinate staff.

Operates computers and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, presentation software, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in finance, accounting, or closely related field required, Master's degree preferred; supplemented by eight years of progressively responsible experience managing governmental accounting and finance programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires thorough knowledge of City, County, State and Federal ordinances, laws, regulations and administrative policies governing municipal financial management programs; principles and practices of accounting, budgeting, and purchasing in government; and financial management software applications, systems and reporting programs. Must be able to formulate long-range fiscal plans and to develop, plan, direct and evaluate comprehensive financial management programs.

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.