



CITY OF SAINT PAUL

| JOB DESCRIPTION | |
|--|----------------------------------|
| Employee Name | |
| Employee Number | |
| Department | Finance Department |
| Division | |
| Job Title | Finance Director |
| Position Classification | Regular Full-Time |
| Reports To | City Manager |
| Supervises | All Finance Department Employees |
| Pay Status | Exempt |
| Prepared By | Phillip A. Zavadil |
| Date Prepared | February 2, 2017 |
| Approved By | Phillip A. Zavadil |
| Date Approved | February 2, 2017 |
| Position Summary | |
| <p>The Finance Director directs and supervises the financial management and accounting program of the City. The Finance Director is responsible for financial planning and investments, financial reporting, budgeting, accounting operations, auditing, risk and debt service management, and cash management. The Finance Director also monitors grant activity, monitors and negotiates contracts, tracks lawsuit and personnel issues affecting the City, and coordinates City computer resources. The Finance Director supervises accounting clerks and accounting supervisors.</p> <p>This is an executive position that works under the supervision of the City Manager. The Finance Director deals with a broad range of administrative and professional activities and regularly exercises personal judgment in selecting courses of action consistent with departmental rules, regulations, and procedures and generally accepted accounting principles.</p> <p>Position involves extensive contact with department employees and other departments, and frequent contact with outside financial institutions and occasional contact with the public.</p> <p>The Finance Director position requires a tactful, pleasant, courteous and diplomatic manner, and a neat appearance.</p> | |
| Essential Job Functions | |
| <p>Following are normal essential job functions of the Finance Director. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned:</p> <ul style="list-style-type: none">• Plans, directs, supervises and coordinates the financial management and accounting program, including: financial planning and investments; financial reporting; budgeting; accounting operations; auditing; risk and debt management; and, cash management. Supervises all finance department employees.• Coordinates with and directs first-line supervisors in the above functions.• Meets with the City Manager and City Council to assure coordination and conformance to municipal principles.• Makes recommendations for upgrading city policies, procedures and ordinances related to financial activities. Reviews departmental activities relative to changing city requirements and prepares and presents plans for improvement.• Serves as expert in financial issues and advises management on issues within field of expertise.• Provides advice and assistance to subordinates in the conduct of non-routine financial and accounting activities. | |



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- Prepares periodic, special, quarterly, and annual reports on the City's financial status.
- Assists in the preparation of financial reports for state and federal grants, loans, revenue sharing, municipal assistance, and etcetera.
- Ensures accuracy of financial records, reports and computerized systems. Ensures that an adequate system of controls are in place.
- Prepares the annual budget in conjunction with the city manager. Works with department heads to develop and modify their budgets.
- Invests idle city funds, monitors cash and debt service requirements, and performs other treasury functions.
- Reviews and approves check requests. Signs all accounts payable and payroll checks.
- Monitors budget expenditures of all departments and revenue collection and disbursement activities.
- Researches sources of additional revenues.
- Coordinates the opening and closing of all books and accounts at the beginning and end of each fiscal period.
- Directs preparations for the annual auditing process. Assists external auditors with the annual auditing process.
- Maintains working relationships with other financial institutions, including bankers, investors, and auditors. Directs related negotiations.
- Monitors the activity and status of lawsuits and personnel issues affecting the city. Ascertains the City's associated risk.
- Directs the planning and conduct of training programs for departmental personnel.
- Prepares annual department budget and controls expenditures within authorized limits.
- Perform other duties as assigned by the City Manager.

Supervisory Responsibilities

The Finance Director directly supervises all Finance Department employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and terminating employees whenever necessary with approval of the City Manager.

Fiscal Responsibilities

The Finance Director is responsible for developing, planning, and managing the City's and Department's budget and controlling expenditures within authorized limits. Additionally, the Finance Director is responsible for approving budgetary expenditures and has authority for conducting purchasing with a company credit card.

Ability, Knowledge, and Skill Requirements (Workplace Competencies)

To be successful in the position of Finance Director, the employee must be able to perform each Essential Job Function as listed above and Workplace Competencies to a Meets Expectations Performance Standard or higher. Reasonable accommodations will be made by the City to enable employees with functional needs to meet performance standards. If the employee does not meet performance standards the City will develop and implement an Individual Development Plan or Performance Improvement Plan for the employee.

- **Quality:** Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; and Demonstrates attention to detail.



- **Task and Time Management:** Employee prioritizes and plans work activities; Uses time efficiently; and Plans for additional resources.
- **Productivity and Reliability:** Employee works efficiently and completes assignments in a specified period; Follows up on and through with completion of assignments; Communicates changes and progress on assigned tasks, and Completes tasks correctly and on time
- **Job Knowledge:** Employee possesses the practical and technical knowledge required to perform the essential job functions in a satisfactory manner; Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; and Shares expertise with others.
- **Attendance/Punctuality:** Employee is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time; Observes and respects break periods; and Employee has an overall acceptable attendance record.
- **Independence:** Employee can perform assigned work with little or no supervision.
- **Creativity:** Employee proposes ideas and finds new ways of doing things related to their scope of work.
- **Analytical:** Employee synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data to perform assignments and functions.
- **Adaptability:** Employee adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; and Able to deal with frequent change, delays, or unexpected events.
- **Initiative/Motivation:** Employee sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals. Seeks increased responsibilities; Looks for and takes advantage of opportunities; and Asks for and offers help when needed.
- **Adherence to Policy, Goals and Values:** Employee follows policies and procedures; Supports City's goals and values.
- **Professionalism:** Employee promotes a hostile-free environment; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments; Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; and Shows respect and sensitivity for cultural differences, contributing to a diverse workforce.
- **Decision Making and Judgment:** Employee displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions; Applies common sense understanding to carry out instructions furnished in written, oral, or diagram form; and Deals with problems involving several concrete variables in standardized situations.
- **Problem Solving:** Employee identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Suggests alternative solutions; Works well in group problem solving situations; and Uses reason even when dealing with emotional topics.



- **Reading Skills:** Employee can read and interpret written information, documents, instructions, manuals, etc. relevant to their essential job functions.
- **Writing Skills:** Employee writes clearly and informatively relevant to the essential job functions; and Varies writing style to meet needs.
- **Mathematical Skills:** Employee can add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals relevant to their essential job functions
- **Listening Skills:** Employee receives, attends to, interprets, and responds to verbal messages and other cues.
- **Speaking Skills:** Employee speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; and Participates in meetings.
- **Self-Esteem:** Employee believes in own self-worth and maintains a positive view of self; Demonstrates knowledge of own skills and abilities; Is aware of impact on others; and Knows own emotional capacity and needs and how to address them.
- **Sociability:** Employee demonstrates understanding, friendliness, adaptability, empathy, and politeness in one-on-one and group settings.; Relates well to others; Responds appropriately as the situation requires; and Takes an interest in what others say and do.
- **Self-Management:** Employee assesses own knowledge, skills, and abilities accurately; Sets well-defined and realistic personal goals; Monitors progress toward goal attainment and motivates self through goal achievement; Exhibits self-control and responds to feedback unemotionally and nondefensively; and Is a "self-starter".
- **Integrity/Honesty:** Employee can be trusted; Recognizes when faced with making a decision or exhibiting behavior that may break with commonly-held personal or societal values; Understands the impact of violating these beliefs and codes on an organization, self, and others; Chooses an ethical course of action; Treats people with respect; Keeps commitments; Inspires the trust of others; and Works with integrity and ethically upholds organizational values; Ability to render credible testimony in a court of law.
- **Responsibility:** Employee exerts a high level of effort and perseverance towards goal attainment; Works hard to become excellent at doing tasks by setting high standards, paying attention to details; and Working well, and displaying a high-level concentration even when assigned an unpleasant task. Employee displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
- **Teamwork:** Employee balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; and Supports everyone's efforts to succeed.
- **Safety and Security:** Employee observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly; and demonstrates proper use of personal protective equipment.
- **Customer Service:** Employee manages difficult or emotional customer and/or violator situations; Responds promptly to customer needs; Responds to requests for service and assistance; and Meets commitments.



- **Leadership:** Employee exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; and Gives appropriate recognition to others.
- **Technology:** Employee chooses and applies appropriate procedure, tools, equipment, technology for essential job functions and completion of assigned tasks and projects.
- **Information:** Employee acquires, organizes, interprets, communicates, and evaluates information well.
- **Research and Planning:** Employee can search for specific knowledge and can conceptualize future needs and solutions for meeting those needs.
- **Organization and Management:** Employee supervises, directs, guides, leads, coaches, and trains individual employees and teams; Management of individual employees and teams in the completion of tasks and projects, and fulfillment of goals and objectives.

Additional Workplace Competencies:

- Knowledge of generally accepted accounting transactions and accounting record keeping systems.
- Knowledge of standard accounting transactions and accounting record keeping systems.
- Knowledge of financial reporting, auditing, analysis, and budgeting.
- Knowledge of investment principles and practices.
- Knowledge of asset management; debt service management; grant management; risk management; cash management; contract management.

Education and Work Requirements and Experience

To perform this job successfully, the Finance Director must have the following education and work experience:

- Associate Degree in Accounting, Finance or related field, a Bachelor's Degree in Accounting, Finance or related field is preferred.
- Three (3) years of municipal accounting/finance experience.
- Supervisory experience.
- Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.
- Ongoing professional development in specific discipline.

Certificates, Licenses, and Registrations

To perform this job successfully, the Finance Director must have the following certificates, licenses, and registrations, or possess the ability to achieve them within one (1) year from date of hire:

- Valid Alaska driver's license and clean driving record.
- General Accepted Accounting Principles (GAAP) certificate preferred.
- GASP certificate preferred.
- Governmental Accounting, Auditing, and Financial Reporting (GAAFR) certificate preferred.
- Certified Public Accountant (CPA) preferred.
- Other certificates, licenses, and registrations deemed appropriate or required for the various accounting and finance functions.

Special Requirements

To perform this job successfully, the Finance Director must meet the following special requirements:

- "On call" status.



Physical Demands

The physical demands described here are representative of those that must be met by a Finance Director to successfully perform the Essential Job Functions of this position. Reasonable accommodations may be made to enable individuals with functional needs to perform the functions.

- Must be able to remain in a stationary position 50% of the time.
- Walk Move, Traverse - Often moves about inside the office to access file cabinets, office machinery, etc.
- Touch, Handle, Feel - Constantly uses hands/fingers to handle or feel.
- Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position - Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Stoop, Kneel, Crouch, or Crawl Position, Move Constantly – In frequently stoops, kneels, crouches, or crawls.
- Talk/Hear, Communicate, Detect, Converse with, Discern, Convey, Express Oneself, Exchange Information - Frequently communicates with other employees, the public and external contacts. Must be able to exchange accurate information.
- Visually Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess - Must be able to detect surroundings and respond accordingly.
- Carry Weight, Lift Move, Transport, Position, Put, Install, Remove Frequently – Rarely moves equipment weighing up to 50 pounds.
- Exposure to Work Exposed, Work Around Constantly – Constantly works in office environment.

Working Conditions/Environment

The work conditions/environment characteristics described here are representative of those the Finance Director encounters while performing the Essential Job Functions of this position. Reasonable accommodations may be made to enable individuals with functional needs to perform the functions.

The working conditions/environment is inside 100% of the time.

While performing the duties of this position, the Finance Director may occasionally be exposed to:

- Moving mechanical parts.
- Noise - Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to sense of hearing.
- Fumes - Smoky or vaporous emissions, usually odorous, thrown off as the result of combustion or chemical reaction.
- Odors - Unpleasant smells or gases (carbon monoxide and ozone).
- Dust - Airborne particles of any kind, such as textile dust, wood, and silica.
- Hazards Conditions - toxic chemicals.
- Extremely Weather - Outside weather conditions and extreme cold.
- Diseases or Blood Borne Pathogens.

Limitations and Disclaimer



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The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instructions and to perform other job-related duties requested by his supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. The employee is expected to use any and all safety equipment provided to the employee by the City for the employee's protection.

Signatory

I have read and understand and agree with this Job Description.

| | | | |
|-------------------------------|--|-------------|--|
| Employee Name | | Date | |
| Employee Signature | | | |
| Supervisor Name | | Date | |
| Supervisor Signature | | | |
| City Manager Signature | | Date | |