

# City of Lake Forest Park

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| Job Title: Finance Director   | Reports to: City Administrator                   |
| Department: Finance & IT      | Full Time: <u>  X  </u> Part Time: <u>      </u> |
| Revision Date: March 28, 2019 | Fair Labor Standards Act (FLSA):<br>Exempt       |

## Position Overview

This position manages the Finance Department which is responsible for all of the financial and information service functions of the City, including budgeting, financial planning, debt management, accounts payable and receivable, cash management, payroll, utility billing, business licensing and taxation, and information services.

## Essential Job Functions

- Responsible for all accounting, payroll, accounts payable, cash receipts, cash disbursements, cash management, and financial reporting; as well as the activities of the Treasurer's office as prescribed by state law, including investment of City money and all debt administration.
- Serves as Chief Financial Officer and principal financial advisor to the Mayor, City Council and City Administrator; provides leadership, direction, and guidance in financial strategies and priorities; compiles, evaluates, and analyzes financial data; recommends and implements solutions; ensures financial activities and procedures are in compliance with all laws, policies, regulations, and accounting standards.
- Develops and directs financial plans and policies to meet City goals; interprets concerns, defines desired results, develops solutions, and determines scope and priorities of programs and special projects.
- Analyzes financial information on City operations, evaluates City's needs, and recommends financial resource requirements; reviews and monitors status reports and recommends appropriate actions; oversees the preparation of and presents financial forecasts and status reports to City Council through the Budget & Finance Committee; ensures effective communication of financial issues.
- Monitors Finance Department operations and internal financial controls; ensures the quality of the financial activities, services, and work products; prepares statistical analysis to evaluate trends and financial status; develops revenue and expenditure forecasts and recommends budget adjustments.
- Coordinates development of City budget and Capital Improvement Program (CIP), recommends funding allocations; monitors budget, revenue, and expenditure trends; and advises the Mayor, City Administrator, City Council, and department directors and other management personnel as necessary and appropriate.
- Coordinates Finance Department activities and issues with elected officials, outside agencies, boards, and commissions; interprets and explains City policies, procedures, rules, and regulations.
- Directs staff and provides leadership and guidance; develops priorities and assigns tasks and projects; develops staff skills and training plans; conducts performance evaluations; meets regularly with staff to discuss and resolve priorities and workload and technical issues.
- Supports the relationship between the City of Lake Forest Park and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes the City goals and priorities in compliance with all policies and procedures.

- Maintains confidentiality of work-related issues, client records, and City information; performs related duties as required or assigned.

### **Qualifications/Requirements:**

A master's degree in Finance or Accounting and five years of progressively responsible and related public sector experience or a bachelor's degree in the same areas and ten years of progressively responsible and related public sector experience. CPA is preferred.

Knowledge of:

- City organization, operations, policies, and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards; recommended practices, policies, rules, and regulatory reporting requirements.
- Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Principles for Public Sector financial management, including payroll, treasury, grant funds, and public debt management.
- Legal, ethical, and professional rules of conduct for municipal finance officers.
- Techniques and practices for effective and efficient management of allocated resources, including personnel administration, labor law, and risk management.
- Record keeping and file maintenance principles and procedures.
- Business and personal computers, and financial spreadsheet software applications.
- General ledger reconciliation standards.
- Local community issues and regional community resources available to citizens.

Skilled in:

- Reading, interpreting, understanding, and applying accounting standards and procedures, applicable Federal and State rules and regulations, and City policies and procedures.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Analyzing City needs and prioritizing and promoting financial strategies to meet future needs.
- Monitoring and interpreting financial documents, and ensuring compliance with all regulatory requirements governing municipal financial activities.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Using initiative and independent judgment within established procedural guidelines.
- Directing and leading staff, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Meeting critical time deadlines.
- Communicating effectively verbally and in writing.

### **Working Conditions/Physical Requirements**

- Works in clean, climate controlled workspace.
- Frequently required to work and use hands to finger, feel, or handle writing utensils, computer and office supplies and equipment which requires repetitive arm, wrist and hand movement.
- Occasionally required to stand and reach with arms and hands; climb, balance, stoop, kneel, crouch, bend, twist or crawl. Occasionally required to lift, move or carry for short distances items such as boxes or files up to 50 pounds in weight and to climb and balance on 10 foot ladder.

- Employee is required to maintain confidentiality of information within the City. Because of the nature of the work, the employee may be required to deal with disgruntled citizens requiring use of conflict management skills.
- The employee is frequently required to perform work in confidence and under pressure due to deadlines, and is required to maintain professional composure, tact, patience and courtesy at all times.

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| NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization. |
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