

# CITY OF JASPER

## FINANCE DIRECTOR JOB DESCRIPTION

### **General:**

This position requires a dynamic leader with a passion for financial principles and government accounting, along with a strong commitment to public service.

This position, reporting directly to the City Manager, will have the responsibility of administering and directing the City's financial management, overseeing the annual budget preparation and five-year capital improvement plan, internal audit, treasury and debt management, procurement services, utility billing services, grant management and reporting, business planning and feasibility analysis, project management, and strategic planning.

### **Essential Job Functions:**

Essential duties of the Finance Director include the following, but are not limited to:

- Administers and directs accounting functions, to include financial reporting, purchasing, payroll, accounts payable, accounts receivable, grants accounting, fixed assets, bank reconciliation, and the required reporting functions as applicable for governmental agencies.
- Administers and directs treasury and debt management, utility billing, to include billing functions, customer service, posting customer payments, and collecting and recording of all cash receipts.
- Evaluates proposals containing incentives to help broaden the city's tax base, generate, or attract new capital, to increase business activity, produce employment and diversify the city's economic base.
- Supervises and directs internal auditing functions, to include establishing an annual internal auditing program fully coordinated with all external auditing processes, as applicable to governmental agencies.
- Manages and directs the business case and feasibility analysis functions, to include project idea generation, make versus buy analysis, and return on investment analysis.
- Oversees required citizen participation and serves as staff liaison to several boards/committees, as assigned by the City Manager. Coordinates and makes presentations at public hearings including City Commission meetings.
- Assigns, supervises and coordinates tasks and work program activities for professional, technical and clerical staff; provides policy direction and manages work processes and schedules.

### **Desired Attributes**

- Comprehensive knowledge of Governmental Accounting Standards Board (GASB) principles.
- Comprehensive knowledge of laws, ordinances, standards and regulations pertaining to the essential duties and responsibilities of the position.
- Has comprehensive knowledge of principles and practices of administering and directing a comprehensive fiscal and debt management program for a public or similar governmental institution, to include billing, cash management, investing, and governmental reporting requirements.
- Knowledge of external auditing/accounting, investment, cash

management, internal controls, budgeting, and general ledger.

- Knows how to initiate, build and maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with which the position interacts.
- Demonstrate a track record of understanding and respecting the practices, customs, and values of people from different backgrounds, perspectives, and cultures.
- Enthusiastic, self-starting work approach.
- A responsive, proactive problem solver

### **MINIMUM QUALIFICATIONS**

#### Knowledge, Skills and Abilities

- Knowledge of modern management and practices.
- Knowledge of computer systems pertaining to accounting and financial management.
- Knowledge of budgeting and financial reporting systems.
- Knowledge of procurement policies and procedures.
- Ability to lead and motivate a small department
- Ability to communicate effectively orally and in writing.
- Ability to analyze financial data and discern underlying management problems.
- Skill in use of PC's for analysis and report development.
- Ability to use a PC in a network group.

#### Education and Experience

- Graduation from an accredited four-year college or university with a Bachelor's Degree in Finance, Public Administration or Business Administration.
- Four (4) years experience in local government with two (2) years in a supervisory role.
- Government Finance Officer or Certified Public Finance Manager is highly desired.

#### Licenses, Certifications or Registration

- Valid Florida Drivers License
- CGFO preferred.

### **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to inspect, access and retrieve information from a network PC.
- Ability to sit at a desk and view a display screen for extended periods of time.

### **ENVIRONMENTAL CONDITIONS**

- Works inside an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Employee

Date

