



City of Irving Job Description

Finance Director

FLSA Status:	EXEMPT	Job Department:	Financial Services
Job Code:	17011	Reports To (Job Title):	Chief Financial Officer (CFO)

PURPOSE

To direct the Financial Services department, including the development of financial statements, investment and cash management functions; debt management; development incentives; compliance audits, city-wide budget process, and purchasing activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Oversee the preparation of city-wide monthly and annual financial statements, accounts payable, payroll, and investing and debt activities.
- Oversee the preparation and monitoring of city-wide operating and capital budgets, including the creation of the budget retreat documents, and the final budget document.
- Coordinate and direct the operations of the purchasing division, including the p-card program, formal and informal bids, RFPs, RFQs, city auctions, and coordinating purchase agenda items for City Council approval.
- Oversee financial activities and often serve as liaison for Tax Increment Reinvestment Zones (TIF), Public Improvement Districts and Planned Unit Development Districts and negotiate development incentive contracts.
- Assist in financial activities and possibly serve on the board of the City's pension plans.
- Assist in planning and leading bond meetings with rating entities and oversee preparation of all documents needed for such ratings.
- Direct all staff members, which includes organizing and assigning work, evaluating their performance, coordinating training, managing schedules and leave, and participating in interviewing and hiring.
- Coordinate with and participate in outside agencies and assigned boards and commissions to promote city and department goals and learn of best practices from organizations receiving, delivering or overseeing similar services.
- Answer questions and provide information to the public, which includes investigating requests and complaints.
- Prepare department strategic and operating plan, which includes identifying, documenting, monitoring, and evaluating goals, objectives, priorities, and activities.
- Lead special project analysis as needed.
- Prepare and present updates about department activities and outcomes to executive team.

OTHER DUTIES AND RESPONSIBILITIES

- Prepare analysis and other information on an as-needed basis as requested by the City Manager's Office.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 20 – 35 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position is responsible for monitoring the entire city budget, both operating and capital, totaling hundreds of millions of dollars; further, departmental budget oversight of approx. \$2.5 - \$5 million dollars.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Master's degree in Public Administration, Business, Finance, or a related field of study; *or* equivalent to a Bachelor's degree in a related field of study with a Certified Professional Accountant (CPA).

EXPERIENCE

- Ten (10) years of related experience, including five (5) years of supervisory experience..

CERTIFICATES, LICENSES, REGISTRATIONS

- **Professional Certification similar to the following are preferred:**
 - Certified Public Accountant (CPA)
 - Certified Government Finance Officer (CGFO)
 - Certified Public Finance Officer (CPFO)
 - Certified Fraud Examiner (CFE)
 - Certified Internal Auditor (CIA)
- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.

KNOWLEDGE OF

- Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Municipal Operations: Current social, political, organizational, and economic trends affecting municipal government.
- Municipal Purchasing: Laws and procedures for municipal real property purchasing.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Office Systems: Administrative and clerical procedures and systems such as word processing systems, and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the MS Office Suite.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Mechanical/Technical: Safely operating diverse office equipment, including computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Written Expression: Communicating information and ideas in writing so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Direction and Instructional Comprehension:
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

Internally, this position interacts with other Financial Services staff, the Executive Team, other department directors, and the City Council. Externally, this position engages with citizens, the media, regulatory agencies, auditors, rating agencies, legislators, and business leaders.

EQUIPMENT AND PROPERTY

This position utilizes standard office equipment, such as a computer, fax machine, telephone, and cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to listen and/or see. Frequently, s/he is required to sit, stand, talk, and/or walk. Occasionally, s/he must drive a vehicle, reach, and/or stoop.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Work takes place largely in a typical office environment, in which the noise level is low.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.