# Job Description

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| Job Title: | Finance Director | Classification: | Unclassified |
| Department: | Finance | Grade: | 390 |
| Occupational Group: | Leadership | FLSA: | Exempt |
| Status: | Full-Time | Supervisory: | Yes |

## Primary Purpose

Under general supervision from the City Manager, or his designee; serves as the City's Chief Accounting Officer responsible for the administration and coordination of financial operations of the City and management of professional, technical, and administrative staff of the Finance Department. Manages the timely collection, disbursement, internal controls, and reporting of City financial records and assets.

## Essential Leadership Job Functions

*As a member of the City's Management Team, Department Directors provide critical leadership for the organization. Beyond the technical and administrative functions of the Department's operations, these additional essential functions are required for members of the City's Management Team to be successful.*

- Ensures compliance for relevant rules, regulations, ordinances, and directives that may be established by the City Manager, City Council, State of Missouri, and Federal Government.
- Collaborates with members of the City's Management Team to promote a cohesive and positive working environment.
- Researches, develops, and recommends solutions to organizational-related issues and concerns; establishes and documents processes that support the continuous improvement of City operations and services.
- Partners with internal leaders and subject matter experts to reconcile variations and conflicts in processes, policies, and practices to work towards simplification, standardization of service delivery, and improved customer service.
- Coordinates, facilitates, and provides high-level project management for strategic planning and change efforts to ensure wide-spread stakeholder understanding, momentum, buy-in, and commitment to address multi-faceted problems and implement sustainable solutions.
- Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process for direct reports and ensures application of the same by Department supervisors and managers.
- Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by ensuring due process is provided in accordance with the City's policies and procedures, conducts fact-finding hearings when appropriate, recommends the appropriate discipline in consultation with Human Resources, and presents a recommendation for disciplinary action to the City Manager prior to issuing the approved disciplinary action.
- Receives critical input from appropriate supervisors and managers before making final hiring or promotional decisions. Ensures departmental hiring and promotional processes are conducted in coordination with and approved by Human Resources. Verifies budgetary approval before proceeding with recruitment or promotional processes and implementing the final hiring decision.
- Develops the Department's annual budget requests, with input from appropriate staff, to provide necessary programs and services for the community as approved by the City Manager's office. Reviews and approves expenditures for non-personnel costs, to ensure spending is minimized and

services are maximized throughout the fiscal year. Ensures departmental purchases comply with the City's purchasing policies and procedures and are authorized in the budget.

## Departmental Essential Job Functions

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.*

1. Plans, coordinates, and directs financial operations of the City in accordance with approved fiscal policies. Manages day-to-day operations and staff of the Finance Department including the appointment, promotion, evaluation, and discipline of departmental staff.
2. Prepares the City's annual budget in collaboration with the City's Department Directors, assigned financial staff, and the City Manager for City Council review and approval.
3. Evaluates the City's financial position; issues periodic reports advising management and governing bodies of interim financial results and expenditures; makes specific recommendations as appropriate.
4. Coordinates the preparation of the Comprehensive Annual Financial Report (Annual Report), the annual external independent financial audit; provides assistance to auditors as needed.
5. Develops and enforces accounting policies, practices, and systems controls necessary to maintain proper records and internal accounting controls to comply with generally accepted accounting principles, City policies and procedures, and the City Charter.
6. Coordinates the cash forecasting and management functions; invests idle funds to generate optimum interest earnings in accordance with City policies and guidelines.
7. Coordinates and develops the short-term and long-term capital planning needs of the City including cash requirements and available funding for capital outlay.
8. Establishes budget control oversight mechanism and monitors departmental compliance. Coordinates with departments, advises the City Manager, and prepares budget amendment ordinances as required.

## Other Duties

- Serves as the Treasurer for the Policemen's and Firemen's Pension Plan.
- Prepares annual tax levy workpapers and ordinances; prepares annual tax levy certification for State Auditors and County Clerks.
- Reviews formal Request for Proposals (RFPs) for compliance with governing laws, regulations, and purchasing policies.
- Leads and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

## Minimum Qualifications

**Knowledge of:** Generally accepted accounting principles as applied to governmental accounting; Joplin City Code and Charter as it applies to the City's fiscal functions/affairs; State and Federal laws, rules, and regulations regulating municipal finances; City of Joplin policies, procedures, and regulations regarding fiscal functions; budget development principles and practices as related to local government entities; Microsoft Office Suite.

**Skill in:** Establishing and maintaining effective working relationships with Department heads, City Council members, other top management staff, and officials in the financial community; developing an operating budget for a municipality; planning, organizing, coordinating, and reviewing the work of subordinate staff; applying generally accepted accounting principles in a governmental finance setting;

reviewing/analyzing a variety of financial records/reports necessary to document the receipt, allocation, and disbursement of funds in a municipal government setting; directing a municipal financial management system including providing accurate and timely data and reports; interpreting complex statutes, procedures, rules, regulations, and guidelines; Microsoft Office Suite.

**Education:** Graduation from an accredited college or university with a Bachelor's degree in Accounting is required. Master's degree in a related discipline is preferred.

**Experience:** Five years full-time governmental accounting experience which includes supervisory and/or managerial experience. Local government experience at the Director or Assistant Director level preferred.

**Licenses and Certifications:** Possess and maintain a valid state issued driver's license. Certified Professional Accountant certification or equivalent is preferred.

## Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

## Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must establish and maintain residency within 12 air miles of Joplin's City Hall.

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| Revision Date: 11/01/2021 | Type of Change: Update position |
| Revision details: City-wide job description revision and updates. | |