

## City of St. Cloud

### Classification Description

Classification Title: Finance Director  
Department: Finance  
Class Code: 1005  
EEO Category/Function: AA/01

Pay Grade: 203  
FLSA Status: Exempt  
Review Type: Managerial  
Supervisory Position: Yes

#### **General Statement of Job**

This is the highest administrative, supervisory and operational position in the Finance Department, responsible for accounting and financial planning, Utility Billing, , and Grants Administration. The individual in this position receives policy direction and supervisory support from the City Manager or his/her designee, who works with the Director to conduct periodic performance reviews.

#### **Specific Duties and Responsibilities**

##### **Essential Functions:**

Plans, organizes, supervises and directs the work of accounting, and specialized work employees involved in the timely maintenance of the municipal general ledger, property records, utility accounts, receipt and disbursement of funds, budgetary control and various subsidiary accounts for the various departments and funds of the City.

Develops and interprets fiscal policies, methods, and procedures for the performance of various departmental functions; establishes standards of performance against which individual employee performance may be measured; monitors and checks the maintenance of these standards.

Implements effective supervisory practices, including the training of employees in their respective tasks and the establishment with each employee of organizational and professional/personal goals and objectives, against which to evaluate formally and informally their individual performance.

Prepares the annual operating budget for the City from direction given by the City Manager, and City Council, including the projecting of revenue estimates, capital and debt service budgets, and departmental requests, and requiring recommendations of the prioritizing of program and project spending.

Maintains an oversight of the overall City Spending and Revenues.

Prepares the annual operating budget for the Finance Department, including support research and documentation; once approved, implements the approved budget's objectives and spending limitations.



Provides short and long term financial forecasts. Prepares a long-term financial plan to include a 5-year Capital Improvement Budget with input by the City Departments from the direction given by the City Manager and City Council.

Maintains a continuous review of the capital-financing program of the City, including the debt service rates, opportunities for refinancing, annual reoccurring cost impacts on the operating budget, and the desirability for bond sales to finance capital expenditures; advises the City Manager, staff and City Council as required.

Prepares the annual financial report; prepares other reports and statements on the City's financial affairs as required; prepares projections and forecasts of revenue and expenditure growth for months and years in advance.

Provides assistance to all departments in designing and updating all business/ financial related matters.

Provides technical assistance to department heads and other staff as needed for processes that involve or may influence a financial transaction.

Decides on the addition or deletion of fund accounts, inter-fund transfers, or major adjustments in the accounting records.

Acts as designated investment officer of the City and is responsible for investment decision activities, under the direction of the City Manager. and reinvestment of excess and required funds; plans for adequacy of cash on hand; responsible for cash and investment management.

Collects and disburses all City funds in accordance with established policies and procedures.

Provides direction on debt structures of capital borrowing by public bonds sales and bank qualified debt. Negotiates agreements with financial institutions for services.

Makes personnel decisions for the department, including hiring, training, disciplining and termination; enforces and educates employees in the City's personnel and other policies.

Monitors City's financial condition, both governmental and enterprise operations as related to bond ratings by various rating agencies, and advises the City Manager and Council as required.

Provides responses to all inquiries from credit rating agencies.

Assists in Policy creation within the Finance and other Departments.

Attends Multi agency meetings as city's voting representative for financial matters and other matters as assigned.

Performs other duties as required.

### **Minimum Education and Training**

Bachelor's Degree in Finance Administration, Accounting or a related field with subsequent training in public administration, finance, **or** any equivalent combination of training and experience.



CPA and/or Certified Public Finance Officer preferred. Experience in the State of Florida preferred.

Pursuit of a continuing program of education, including the following areas: government accounting and financial reporting, information processing, financial forecasting, securities purchase and sales, and debt instrument structures

Minimum of five (5) years of supervisory experience in a finance department, three (3) of which should be in a local government agency with emphasis in financial reporting, debt, grants, investments and utilities.

## **Knowledge, Skills and Abilities**

### **Physical Requirements:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk and hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

### **Mathematics:**

Ability to calculate figures and amounts such as present value discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Reasoning:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequent interruptions. The noise level in the work environment is usually quiet.

I certify that the specific duties and responsibilities as described in this classification description accurately reflect the duties and responsibilities of the job.

Immediate Supervisor Signature: \_\_\_\_\_

Supervisor Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Department Director Signature: \_\_\_\_\_

Director Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I have received and read the attached classification description.

Employee Signature: \_\_\_\_\_

Employee Name (Please Print): \_\_\_\_\_

Date:

