

CHIEF FINANCIAL OFFICER

DEFINITION OF WORK

Under general supervision, performs difficult professional and administrative work in planning, organizing and directing the financial management of the City; does related work as required.

EXAMPLES OF WORK

Plans, organizes and directs the financial management of the City and activities of the Finance Department; supervises the administration of accounting and financial reporting, employee accounting and financial systems, internal auditing, revenue collections, risk management and treasury and investment management and property control; coordinates, reviews and resolves any audit questions with external auditors; assists insurance program for City with the other departments with the development and implementation of financial systems; advises City officials on all financial matters of the City; oversees the financial administration of Federal grants; establishes and maintains all financial and accounting systems for the City; plans and directs the sale of municipal bonds and obtains bond ratings for the City; supervises the preparation of the monthly and annual financial statements; supervises the preparation of other reports of the fiscal condition of the City; serves as administrator of the City pension system and directs activities relating thereto and investment of reserves for the payment of future benefits; assists in the financial planning and development of various City projects; makes and prepares revenue projections.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a master's degree in accounting, business administration and/or public accounting certification, supplemented by extensive experience in public finance administration and considerable experience at a supervisory level.

Knowledge, Skills and Abilities: Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of the principles and practices of municipal purchasing system and employee and general liability insurance administration; thorough knowledge of the practices, methods and laws relating to municipal bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of employees in the specialized field of accounting; ability to establish and maintain effective working relationships with other department heads and governmental officials; ability to formulate long-range fiscal planning; thorough knowledge of general laws and administrative policies governing investment of governmental funds of the City, including directing internal investment activities and establishing and maintaining relationships with external asset managers and local banks.