

# Finance Director

DEPT: Finance  
DIV:  
DATE: July 2016

FLSA: Exempt  
EEOC: Officials/Admin



## POSITION SUMMARY

Performs a variety of **professional technical duties** related to controlling the financial reporting, budgeting, accounting and asset management functions of Lehi City and its various departments as needed to assure the accuracy of the general accounting and accounts payable operations. This position is designated as at-will.

## SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator.

## SUPERVISION EXERCISED

Provides general supervision to Assistant Finance Director, Senior Accountant and Information Systems Manager. Provides functional supervision to finance department staff as needed and city support personnel as their duties relate to financial management processes.

## ESSENTIAL FUNCTIONS

Acts as city budget officer; manages the day-to-day operations of city finance department; prepares, implements and manages department budget; oversees and manages city cash management program and assists city treasurer in investment and revenue programs; performs duties as internal auditor to control and manage city-wide accounting, financial reporting and budgeting.

Develops efficiency models utilizing various spreadsheet and programming methods; performs or directs complex fiscal analysis; ensures city financial stability and compliance with established statutory guidelines; makes recommendations related to utility rates and cash balances.

Interprets fiscal policy, guidelines and practices; develops processes and procedures designed to enhance efficiency and effectiveness of accounting, financial management, risk management and related programs; resolves complex issues related to accounting procedures, reporting, balancing reconciliations, etc., issues authorization for various fund transfers and expenditures; solicits legal opinions and writes new procedures as necessary; performs cost analysis to determine best options for revenues and purchases.

Monitors supporting journals, cash receipts, cash disbursements and general journal; verifies proper account coding; executes corrections or adjustments as needed; determines actual cash balance of funds and compares to control balances; reconciles discrepancies; performs ongoing and monthly comprehensive bank reconciliation of book and bank balances to true cash balances for various funds; reconciles receipts and payments; makes correcting adjustments as needed.

Coordinates the preparation city-wide budget; designs and implements budget development process for various city departments; forecasts revenues and expenditures; provides the city administrator, mayor, council and department heads with information and recommendations for efficient fiscal administration; recommends rules, regulations, policies and procedures and implements the same upon approval; assures city fiscal activities conform to statutory and generally accepted accounting principles; monitors revenues and expenditures and apprises management of revenue shortfalls, expenditure overruns and non-compliance situations.

Serves as internal auditor; examines and verifies the accuracy of all reports, bonds, papers, vouchers and accounts including various federal funding accounts; monitoring billing and collection procedures and assures city-wide compliance to established budgets; examines department and division records and operating procedures; verifies compliance with established plans, policies, procedures and control systems; assures compliance to regulatory and statutory guidelines; monitors the adherence to GAPP and related technical pronouncements; completes and delivers reports.

Plans and prepares internal and external RDA audit programs, updates technical flowcharts showing significant or transaction cycles; updates evaluation worksheets and methods involving analysis of flowcharts, identification of control strengths and weaknesses; prepares analytical review of financial and operating data; develops unique audit procedures and performs audits; maintains working papers showing scope, procedures performed, findings, conclusions, continuity and frequency of audit work; establishes audit trail.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

## 1. Education and Experience:

A. Graduation from college with a master's degree in accounting, finance, business administration or related field;

AND

B. Eight (8) years of responsible experience related to above duties;

OR

C. An equivalent combination of education or experience.

## 2. Knowledge, Skills, and Abilities:

**Thorough knowledge of** generally accepted accounting principles (GAAP) established by AICPA and GASB; professional accounting standards and ethics; generally accepted accounting principles ; internal control principles and methods of application; laws and regulations pertaining to tax reporting, practices and procedures; municipal organizations and department operations including applicable laws and regulations; internal control principles and methods of application; the Uniform Municipal Fiscal Procedures Act; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; general office maintenance and practices; basic personnel management practices and procedures; computer accounting applications and various software financial programs; business and technical writing; operation of standard office equipment; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations. **Considerable knowledge of** risk management principles for fiduciary, liability, and asset coverages, etc.; principles of management, supervision and employee motivation.

**Ability to** analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer (Windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

## 3. Special Qualifications: Must be bondable.

## 4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, and may involve light muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)