

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Finance Director</b>
<b>Class Code Number</b>	<b>2150</b>
<b>FLSA Designation</b>	<b>Exempt (Executive)</b>
<b>Pay Grade and Range</b>	<b>38</b>
<b>Effective Date</b>	<b>07/01/2014</b>

### General Statement of Duties

Plans, organizes, directs and coordinates the complete financial function; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to manage cash flow and debt, develop financial policy, maintain internal controls, prepare the Comprehensive Annual Financial Report and advise the Administrator and Assembly on the financial condition of the City and Borough. The work is performed under the direct supervision of the Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of all Finance Department employees. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. In the absence of the Administrator an employee in this class may temporarily assume full responsibility for duties of the Administrator. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, Assembly members, media, investment and lending institutions, Federal and State agencies, vendors and suppliers and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes, directs, supervises and coordinates the activities of the Finance Department, including accounting, treasury, budget, customer billing, customer service and collections, personnel, insurance and sales and bed tax;
- Oversees the preparation of the quarterly financial statements and the Consolidated Annual Financial Report;
- Advises the Administrator and Assembly on all financial matters of the City;
- Provides ongoing and annual revenue projections for all City funds;
- Serves as a liaison with the Sitka School District and Community Hospital on all budgetary matters, including advice on fiscally related matters;
- Recommends debt levels, debt service procedure and oversees all borrowing;
- Provides cash flow management and the investment of all funds;

- Develops financial policies, procedures and guidelines, including necessary ordinances and provides for their implementation;
- Provides internal financial security and control;
- Administers all insurance on a city-wide basis, recommending changes as appropriate;
- Coordinates the preparation of the Consolidated Operating Budget, monitoring and advising on departmental budget to actual performance;
- Oversees the financial administration of Federal and State grants;
- Establishes and maintains all financial and accounting systems for the City and Borough and assists the Administrator and other departments with the development and implementation of financial systems, fiscal policies and procedures;
- Oversees disbursement of all funds;
- Attends Sitka Assembly meetings, advising on financial policy and procedures as requested;
- Prepares public statements and presentations as requested;
- Serves on boards and committees as appointed or requested;
- Reviews and analyzes the impact of proposed legislation;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Hires, trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting and Auditing Financial Reporting (GAAFR) standards;
- Comprehensive knowledge of fund accounting, auditing and reporting requirements;
- Comprehensive knowledge of laws and administrative policies governing municipal financial practices and procedures;
- Thorough knowledge of the practices, methods and laws relating to municipal bond financing;
- Thorough knowledge of principles of effective office and personnel management;
- Good knowledge of data processing technology as applied to financial, accounting and auditing functions;
- Ability to interpret complex financial reports and records and analysis of financial data;
- Ability to develop appropriate accounting methods for control and reporting purposes;
- Ability to conduct long-range fiscal planning and budgeting;
- Ability to communicate well with others to secure cooperation and efficient coordination in the preparation of financial records and reports;
- Ability to prepare accurate and reliable reports containing facts, findings, conclusions and recommendations;
- Ability to plan, organize and develop studies and analyses of financial accounting methods and procedures;
- Ability to interpret complex fiscal reports and records, analyze financial data and determine appropriate accounting methods for control and reporting purposes;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;

- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Accounting, Finance, Business Administration or closely related field; and
- Extensive experience in governmental accounting; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Possession of a driver's license issued by the State of Alaska;
- Possession of certification as a Certified Public Accountant in the State of Alaska.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

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