



Job Title	Chief Financial Officer	FLSA Status	Exempt
Band	SMG	Probationary Period	12 Months
Zone	5	Job Code	19680

Class Specification – Chief Financial Officer

Summary Statement:	
<p>The purpose of this position is to direct the financial functions of the City including: budget, all aspects of accounting, sales tax collections, procurement, contract compliance, grant management, and investments in compliance according to policies. Develop fiscal policies and short and long term financial goals. Act as advisor to the Chief of Staff and the Mayor on fiscal policies and procedures. Direct the development of Comprehensive Annual Financial Report (CAFR), district and enterprise financial statements, annual budget, strategic plan, and cost allocations. May participate on special committees as required.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Direct services and activities of the Finance Department. Direct and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; and recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and recommend, within departmental policy, appropriate service and staffing levels. Plan, direct, coordinate, and review the work plan for finance managers.
30%	Direct and monitor the development of the annual budget, long term fiscal plans, budget analyses, strategic plan, annual CAFR and other financial statements.
30%	Serve as the liaison for the Finance Department with other divisions, departments, and outside agencies; and negotiate and resolve sensitive and controversial issues. Serve as staff on a variety of boards, commissions and committees; and prepare and present staff reports and other necessary correspondence. Provide responsible staff assistance to the Chief of Staff/Chief Administrative Officer.
10%	Conduct a variety of financial analyses, investigations and operational studies; recommend modifications to finance programs, policies, and procedures as appropriate. Attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of municipal accounting and finance. Respond to and resolve difficult and sensitive citizen inquiries and complaints. Work closely with Human Resources Director to analyze all compensation plans for Return on Investment (ROI).



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Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major course work in finance, accounting, or a related field.

Experience: Seven years of full-time responsible finance or accounting experience including five years of administrative, leadership, and supervisory/management responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized accounting software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2014