



**CITY OF ARDEN HILLS
POSITION DESCRIPTION**

Position Title:	Finance Director
Department:	Finance Department
Accountable to:	City Administrator
Positions Supervised:	Accounting Analyst, Accounting Clerk
Status:	Regular Full Time

January 2018

PRIMARY OBJECTIVES

Performs complex professional work in the overall administration and management of the ~~City services and operations~~ City's Finance Department to include, but not limited to, planning and developing fiscally sound financial and accounting practices, ensuring compliance with State and Federal laws related to ~~Human Resources~~ finance and accounting, keeping the City current with efficient and cost effective technology, providing services to City departments to assure compliance with the City's policies, goals, and programs and related duties as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator relating to finance and accounting. Departmental supervision is exercised over ~~Finance Analyst and City Clerk. Limited oversight is exercised over the Accounting Analyst, Accounting Clerk, Deputy Clerk, Office Support Specialist and the Customer Service Specialist.~~ the Accounting Analyst and Accounting Clerk.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS OF THE POSITION

Provides the overall administration and management direction for the daily financial affairs of the City.

Oversees, designs and manages policies and procedures for bill payment, deposit of monies, utility billing, payroll, fixed assets and selection of the City's banking services.

Provides detailed guidance and direction in the preparation of the annual budget for the City; assists with budget implementation.

Oversees the monthly and quarterly budget reports and the development of the ten (10) year financial plan.

Performs, prepares and oversees long-range financial management plans and annual forecasts to create a strategic context for evaluating the annual budget and for measuring the long-term effect of decisions for evaluating future revenues, expenditures, cash flows and fund balances.

Prepares and oversees the preparation of the City's Annual Budget Document, ensuring the report is prepared in accordance with the Distinguished Budget Presentation Awards Program criteria sponsored by the GFOA.

Prepares and oversees the preparation of the City's Comprehensive Annual Financial Report (CAFR), Popular Annual Financial Report (PAFR), ensuring the reports are prepared in accordance with the Certificate of Conformance programs sponsored by GFOA.

Provides for the investment of all City funds and oversee the administration of the City's debt.

Acts as Treasurer for the City and assumes all statutory requirements of the position.

Serves as Treasurer of the Economic Development Authority.

~~Administers and oversees human resource functions including compensation, benefit administration, employee relations, worker's compensation, participates on the labor negotiation team, training, risk management, wellness programs and personnel systems and procedures.~~

Administers and oversees the payroll function of human resource including compensation, benefit administration, participates on the labor negotiation team, and personnel systems and procedures.

Coordinates implementation of information technology relating to accounting and payroll systems.

~~Oversees the development of a City-wide safety program including coordination of monthly safety meetings.~~

Serves as the Acting City Administrator in his/her absence.

Represents the City on various boards and to various state, metropolitan and county agencies.

Staff liaison to the Financial Planning and Analysis Committee.

Attends all City Council meetings, Financial Planning and Analysis Committee meetings, Economic Development Authority meetings, and other meetings as appropriate.

EDUCATION and/or EXPERIENCE

Bachelor's degree and considerable experience in finance, accounting, or equivalent combination of education and experience. Previous supervisory experience required. Master's degree preferred; CPA or Certified Public Finance Officer (CPFO) designation preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of general laws and administrative policies governing agency financial practices and procedures; comprehensive knowledge of the principles and practices of public sector accounting; thorough knowledge of the principles and practices of a public purchasing system; thorough knowledge of the practices, methods and laws relating to public personnel management; general knowledge of the principles, practices and equipment of data processing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to communicate complex ideas effectively both orally and in writing. ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with public officials, Authority Board members, associates and the general public.

PHYSICAL DEMANDS

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS

Minnesota Driver's License.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CITY OF ARDEN HILLS IS AN EQUAL OPPORTUNITY EMPLOYER

NON-DISCRIMINATION POLICY

The City of Arden Hills does not discriminate
on the basis of handicapped status
in the admission or access to or treatment or employment
in its programs and activities.
