

FINANCE DIRECTOR

Department: Administration **Classification/Grade:** M-4
Division: Finance **FLSA Status:** Exempt
Reports to: City Manager **Date Approved:** _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specific position. Therefore, description/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Plans, manages and supervises the general accounting and accounts payable control functions of the Finance division, reports operational results, and provides chronological systems. Serve at the pleasure of the City Manager, subject to the terms of an employment agreement.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Coordinate and administer an adequate plan for the control of financial operations. Such a plan provides profit planning, revenue forecasts, expense budgets, accounts receivable, cost standards and saving opportunities, and capital spending, together with the necessary controls and procedures to effectuate the plan.
3. Compare performance with operating plans and standards. Provide reports and interpret the results of operations to all levels of management. This includes the formulation of accounting policies, the preparation of financial statements and operating data, the coordination of systems and procedures, and special reports as required.
4. Assure protection for the assets of the City through internal control, internal auditing, and ensuring proper insurance coverage.
5. Plan, review and determine, as needed, the City's need for new debt financing.
6. Administer existing debt and file the annual Debt Commission Report.
7. Prepare all client schedules for City's external auditor.
8. Establish and implement a sound operational and organizational plan in direct support of the City plan.
9. Keep the City Manager informed of the City's performance and provide advice on all financial matters.
10. Execute cash disbursements for payment of City and divisional expenditures in accordance with disbursement and policies.
11. Prepare State of Nevada reports regarding actual results and annual budgetary submittals. Prepare all other reports as required by Nevada Statutes.
12. Monitor expenditure levels and advise management regarding variances to budget.
13. Develop and present to the City Council matters requiring their decision.
14. Develop and recommend an annual budget. Authorize expenditures in accordance with budget. Approve budget and expenses of subordinates.
15. Develop short-range and long-range operating objectives, organizational structure, and staffing requirements.
16. Responsible for the management of investable funds for the City of Mesquite and the Mesquite Redevelopment Agency.
17. Prepare a quarterly Treasurer's Report.

18. Be dependable and meet acceptable attendance requirements at all times.
19. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Develop news releases for City Hall Update column for local publications.
- C. Develop and train staff.
- D. Assume other special activities and responsibilities from time to time as directed.
- E. Evaluate the performance of subordinates on an annual basis.
- F. Testify before legislative committees on matters affecting local government finance.
- G. Perform other related duties and responsibilities as required.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Practices, principles, procedures, regulations, and techniques as they relate to all assigned functional areas.
- Fiscal management, including budget preparation, expenditure control, and record keeping.
- Management and supervisory principles and practices.
- Current and proposed legislation and laws of the local, state, and federal governments that affect the management operation or services of the Finance division.

Ability to:

- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Develop goals and objectives and to direct, conduct and implement finance activities.
- Analyze and evaluate department operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with senior City management, employees, Council members, other agencies, and the general public.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Physical ability to perform the essential job functions.
- Work non-standard hours such as evenings, weekends and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's degree in accounting, finance or related field.

Experience: Three years of public, governmental accounting experience. Supervisory experience is preferred.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license. CPA preferred.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment (including a computer); sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion present due occasional bending, twisting, walking, standing, reaching and kneeling. Must be able to handle stressful situations, attend some evening meetings and travel to off-site facilities to administer training or examinations. Must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002 – 2003
December 2011