CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

FINANCE DIRECTOR 1213

GENERAL PURPOSE:
Responsible for safeguarding the City's financial assets and resources. Under the direction of the city supervisor, plans, implements, and directs the programs and activities of the City's Finance Department including: general accounting, billing, revenue collection and disbursement, purchasing, payroll, budget development and administration, financial reporting, investment management, risk management, records management, and the investment activities of the City. Oversees the management and budget of the information systems division. Develops, administers, and evaluates the Finance Department's goals and objectives, programs, and procedures in accordance with the overall policies established by the Mayor, City Council, city supervisor, and state and federal laws and regulations.

CLASSIFICATION SUMMARY:
The Finance Director performs administrative, managerial, and supervisory work as director of the Finance Department. This is a "hands-on" position. The Finance Director is expected to actively participate in the planning and preparation of the city's annual operating budget; make revenue estimates; compile expenditure requests from all city departments and balance the preliminary budget. Research, compile, and analyze financial data in order to assist city administration in long- and short-range financial planning and economic development. Develops and implements financial policies, procedures, and controls that conform to generally accepted accounting principles (GAAP) and the governmental accounting standards board (GASB). Administers the city's accounting and computerized reporting systems; prepares budget amendments; and is responsible for the preparation of the city's annual financial report. Assists the Accountant and Accounting Specialists in completing day-to-day operations as needed. Serves as the City Clerk, Risk Manager, and Auditing Officer. Attends City Council meetings, prepares minutes, and ensures maintenance of city records per federal, state, and local requirements. Administers the City's loss control program, determines type and level of insurance coverage, and assists in the resolution or settlement of insurance claims against the city. Audits the city's expenditures to assure compliance with all federal, state, and local requirements. Member of the City's Executive Management Team. May act as the City Supervisor in his/her absence.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, assigns, directs, and evaluates the activities of department employees; develops and implements policies, procedures, and internal controls for the effective functioning of the department in accordance with governmental accounting practices and procedures; provides "hands-on" assistance to other members of the department in the completion of day-to-day work activities as needed.

Establishes investment policies and procedures and is responsible for cash management and investments; reviews and approves daily investment program; serves as auditing officer and city treasurer.

Prepares revenue estimates for the forthcoming year and compiles expenditure requests from departments; separates and balances revenues and expenditure requests by funds and interacts with department directors to balance the budget consistent with City Council adopted goals and objectives; analyses revenues and expenditures and alerts the Mayor and city supervisor of major potential problems and recommends solutions to the problems.

Responsible for the preparation of the City's comprehensive annual financial report; participates in the annual audit; prepares and presents quarterly financial reports with recommendations; prepares and presents monthly financial status reports to management; prepares special reports and rate analyses and recommendations as required.

Provides management and budgetary supervision for the Information Systems division which plans and participates in the selection, acquisition, installation and operation of the City's wide area network and related hardware and software.

Directs the maintenance of the computerized accounting system according to state BARS and GASB requirements; ensures proper controls and accountability for all accounts and funds; establishes proper and efficient routing and control of documents, data, and forms.

Serves as city clerk; directs the preparation of Council agendas and other official city documents, licenses and permits; maintains official city records. Attends City Council meetings to take minutes and to receive and provide information as appropriate.

Prepares long-range financial forecasts for planning purposes; interprets changes in laws impacting city finances; provides sound financial advice to city officials.

As the city's risk manager, establishes and monitors appropriate loss control programs and training; purchases and administers all insurance programs; participates on the board of the city's insurance pools; coordinates the investigation and settlement of damage claims against the city.

Works with the city's labor contract negotiation team and may serve as acting city supervisor when the incumbent is absent.

Attend work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- The theory and practice of modern governmental accounting, auditing, reporting, and financial management;
- The current literature, trends, and developments relating to governmental accounting or financial management;

- Computerized accounting and reporting systems; Internal financial control practices and procedures;
- Cost and revenue analysis;
- Management and supervisory practices and procedures, including management by objectives;
- Risk management fundamentals;
- Personnel management and labor relations;
- Principles and practices of management and supervision.
- Desktop-based database and spreadsheet programs.

Ability to:

- Plan, organize, direct, and coordinate the work of subordinate supervisors and employees;
- Develop and implement long and short-term plans and goals for a finance department;
- Develop and implement modern auditing and accounting methods, procedures, and records;
- Prepare and analyze financial reports and statements;
- Establish and maintain effective working relationships with subordinates, other department heads, the City Council, the city supervisor and the general public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work.
- Physically perform the essential functions of the job.
- Possession of a valid driver's license and safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Bachelor's degree from an accredited college or university in financial management, accounting, business or public administration; Master's degree in Public Administration or related field preferred. CPA preferred. Five years of progressively responsible management level experience in public sector accounting, preferably municipal government accounting. Two years of experience in computerized accounting and financial software. Experience should include governmental budgeting, auditing, financial reporting, purchasing, billing, revenue collection and investment management, and/or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, database and spreadsheet programs; computerized accounting and report systems, including web-based applications; and 10-key calculator. Requires occasional use of telephone, copy machine, and fax machine.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Sufficient powers of observation are required to analyze and review financial and statistical records and observe the work of subordinate employees. Physical exertion may be required to lift office supplies.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Exempt
Adopted: 9/82 Revised: 9/91, 4/94, 12/01, 05/07