



## Job Description

<b>Job Title:</b>	<b>Finance Director</b>	<b>Job Grade:</b>	Grade 17
<b>Department/Group:</b>	Finance	<b>Exempt Status:</b>	Exempt
<b>Reports To:</b>	City Manager	<b>Date Created:</b>	March 2017

### **JOB SUMMARY**

Develops and manages the long-term financial plan for the City. Responsible for managing City's financial operations. Duties include responsibility for preparation of the Annual Budget, the Capital Improvement Program (including Equipment Replacement, Park Replacement and Transportation plans), Comprehensive Annual Financial Report (CAFR), investment of funds, risk management, insurance oversight, financial analysis of funds. Works collaboratively with the City's management team and provides them with financial advice and recommendations related to City programs and services.

### **PRIMARY JOB FUNCTIONS:**

- Provides strategic leadership in implementing the Vision and Strategic Plan and identifying opportunities to maximize the City's financial resources.
- Develops and manages a long-term financial plan.
- Coordinates and develops annual budget preparation process.
- Oversees and coordinates completion of Capital Improvement Program.
- Manages and invests city monies according to legally approved investment practices.
- Manages investments to ensure adequate cash flow.
- Monitors and controls revenues and expenditures to ensure budget compliance.
- Actively involved with all City departments on a daily basis to ensure that all City financial functions for all funds and accounts are accomplished.
- Directs the maintenance of all financial records to conform to accepted government accounting principles and provide an accurate and current reflection of the City's financial condition.
- Provides financial analyses identifying the potential impacts of growth and evaluating courses of action available to the City.
- Takes an active role in developing meaningful performance measurements and reports for City operations; and carries out continuous improvement efforts in finance operations.
- Reviews insurance policies and makes recommendations to the City Manager.
- Coordinates all purchases made by the City to assure the conformance to state statute and City purchasing policy.
- Attends Council meetings as deemed necessary by the City Manager.
- Responsible for compliance with other mandated regulations.

### **SECONDARY JOB FUNCTIONS:**

- Performs other work as required or as directed by the City Manager.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- A Bachelor's degree in business administration, finance, public administration.
- Eight years of progressively responsible experience in government finance including a minimum of three years' supervisory experience.
- Advance degree in public finance or related field with seven years' experience preferred.

#### **Certificates/Licenses Required:**

## Job Description

- Certification as a Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM) and/or Certified Public Financial Officer (CPFO) certifications preferred.

### INTERNAL/EXTERNAL CONTACTS:

#### **Supervisory/Managerial Responsibility:**

- Supervises Accounting Manager.
- Employee reports to and receives direction from the City Manager.

#### **Internal/External Contacts:**

- Daily contact with all departments staff.
- Daily to weekly contact with City Council.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of the principles and practices of governmental accounting, financial planning/budgeting and payroll analysis, and portfolio management.
- Working knowledge of laws pertinent to property taxation in Minnesota.
- Ability to analyze and interpret fiscal and accounting records, prepare comprehensive financial statements and reports and to recommend and administer general controlling policies.
- Ability to establish and maintain effective working relationships with public officials, department heads, other employees and the public.
- Ability to effectively supervise, motivate and discipline professional and clerical personnel.
- Ability to communicate ideas, explanations and recommendations clearly orally, graphically and in writing.

### WORK ENVIRONMENT:

- Duties are performed in a standard office environment.

### PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Sit or stand at a desk for extended periods of time and perform long hours of work at a computer.
- Hear and speak effectively to communicate in person and over the phone with the public, employees, service agencies and others.
- Visual acuity to read computer screens and printed documents for long periods of time.
- Manual dexterity to type on a keyboard and use a computer mouse. Perform manual tasks such as handwriting and searching through documents.
- Office work may include reaching for documents and supplies and repetitive motions such as typing and sorting.
- May occasionally lift boxes weighting more than ten pounds.

### EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop Phone
- Desktop Computer
- Copier machine

### SALARY RANGE

- \$99,612-\$118,926

### SUPPLEMENTAL QUESTIONS

Please answer the below questions in essay format to turn in with your application.

1. Please describe your experience with local government general fund and enterprise fund budgets.
2. What has your role been in the preparation, presentation and approval of the Capital Improvement Program, including developing park and street replacement schedules and funding strategies?

## Job Description

3. Please provide an example of when you have collaborated with a city service department to solve a financial or service challenge?
4. What is your experience in developing alternative funding strategies to reduce pressure on the tax levy? Please cite specific examples.

### **HOW TO APPLY**

1. Obtain a Regular Employment Application from our website: <http://www.cityofpriorlake.com/jobs.php> (EEO and Veteran's Forms are available on our website as well).
2. Email completed application, resume, supplemental question essay and any additional information to [aschroeder@cityofpriorlake.com](mailto:aschroeder@cityofpriorlake.com) or mail to:  
City of Prior Lake  
Attn: Human Resources  
4646 Dakota Street SE  
Prior Lake, MN 55372
3. Applications are **due by 4:00 p.m. on May 12, 2017**.

### Non-Discrimination Policy

*The City of Prior Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.*