



City of Coatesville Job Description **FINANCE DIRECTOR**

Job Specifics

Employer:	City of Coatesville	Dept:	Finance
Title:	Finance Director	Union Affiliation:	n/a
Reports To:	City Manager	FLSA Classification:	Salaried -Exempt
Salary:	\$70,000 - \$75,000	Benefits:	Full
Revision Date:	November 1, 2011	Schedule:	M-F / 40 hr work week

Position Background

This is a highly responsible financial management and administrative position. This employee is responsible for the maintenance and production of financial records as well as preparation and furnishing of monthly financial reports. The work extends to the furnishing of financial information to complete annual budgets, as well as the forwarding of reports. This position is responsible for all aspects of the annual internal audit as well as any scheduled state audits. In addition, this employee maintains the investment program which includes cash management of the funds as well as serving on various Boards. In general, the incumbent administers the efforts of the Finance Department and manages the daily activities of the staff within the department.

Essential Duties & Responsibilities

The Director of Finance shall have those powers and duties prescribed by law, the Charter and ordinance, including the power and duty to:

- Receive, deposit and record all moneys due the City or collectible by the City.
- Administer uniform purchasing procedures.
- Supervise the encumbrance and expenditure of City funds.
- Authorize the disbursement of City moneys in accordance with Section 2-608 of the Charter and ordinance.
- Supervise the billing and collection of all garbage and tax statements, and oversee the collection of delinquent tax collection as well as current earned income tax collections.
- Certify that all taxes, fees, and other revenues as well as collection, have been properly collected, accounted for, and deposited into the proper municipal accounts.
- Prescribe such administrative rules, practices and procedures as shall be deemed necessary or expedient for the conduct and operation of the Department of Finance not inconsistent with the administrative rules, practices and procedures enacted by the City Manager and/or City Council.
- Appoint, discipline, suspend and remove subordinates serving in the Department of Finance, with the approval of the City Manager.
- Develop and maintain employment records reflecting all aspects of the service of City employees assigned to work in the Department of Finance.

- Supervise and, if necessary, investigate or inquire into the operations of the Department of Finance and its employees. The result of any investigation or inquiry shall be immediately provided to the City Manager and City Council.
- Conduct annual performance evaluations of all Department of Finance employees. The City Manager and Human Resources department shall be provided copies of all performance evaluations.
- Maintain a uniform accounting system in accordance with generally accepted principles of accounting and in accordance with the requirements of law, the Charter and ordinance.
- Invest and manage City funds.
- Conduct internal reviews, in accordance with generally accepted principles of auditing, of the fiscal transactions of City departments.
- Prepare and submit to the City Manager and City Council periodic financial reports, at least monthly, and at such other times as the City Manager may direct, and at the end of each fiscal year prepare an annual financial report, as required by the Charter and by ordinance, and as otherwise requested. The monthly reports to the City Manager shall be submitted to the Council at its regular meetings and made available to the public.
- Prepare and maintain an inventory of capital assets of the City.
- Assist the City Manager and Department Heads in the preparation of the proposed City budget and in the presentation of the proposed budget to the City Council.
- Upon the City Council's adoption of a general operating budget and capital budget, cause the appropriations voted by the Council to be entered in the accounting records of the City in accordance with the Charter and ordinance. The Director of Finance shall approve no contract or expenditure which would exceed the unencumbered balance of appropriations in any account.
- Supervise the City payroll and the maintenance of City payroll records.
- Maintain records of City bonded indebtedness.
- Provide for the preservation of official financial records, which shall be kept at City Hall and shall be available for public inspection during regular office hours in accordance with Section 2-609 of the Charter and state law.
- Provide for the recording of all financial transactions and related activities of the city in terms of dollars and other appropriate units of measurement, in accordance with the form and procedures prescribed by Council in the Administrative Code and as shall be directed by the Manager, in order that the required reports and analysis may be produced for the proper management and control of such activities in accordance with Section 2-609 of the Charter.
- Perform grantsmanship services and expedite funding applications where appropriate and needed.
- Oversee the implementation and operation of a data management system and LAN utilizing certified outside contractors, including of providing long-term growth plans for the City's technology needs.

Minimum Qualifications

- A Bachelor's Degree in preferably in Finance or Accounting, Public Administration, or Business Administration from an accredited university or college (Master's Degree Preferred)
- Must have seven (7) to ten (10) years of management or supervisory experience
- CPA Preferred
- Must have a working knowledge of Fund Accounting Systems
- Municipal or government experience preferred
- Must be bondable

Competencies

- Action Oriented & Attention to Detail
- Conflict & Change Management
- Customer Focus
- Valuing Diversity
- Teamwork & Collaboration

Knowledge, Skills & Abilities

- Principles and practices of finance, investment and cash management, budget and public accounting including business administration program development, implementation and management in a municipal setting.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Applicable Federal, State, and local laws, codes, and regulations.
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Ability to organize and prioritize a variety of projects and multiple task in an effective timely manner; organize own work, set priorities, and meet critical time deadlines.
- Must be able to operate modern office equipment including computer equipment and specialized software application programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Develop proper training and instructional procedures for the department
- Ability to work in a fast paced environment and be able to meet deadlines

Physical Requirements

Frequent sitting, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 35 pounds. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Disclaimer

Please note: Management reserves the right to add, modify, change or rescind work assignments as needed.

The above statements are intended to describe the general nature of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

Application Requirements

To Apply:

Go to www.coatesville.org, select **Administration** then **Human Resources** then **Job Opportunities** to access the application for employment. Once completed, please forward to the Human Resources Department, along with a cover letter. Application can be emailed to Noxendine@coatesville.org **NO PHONE CALLS PLEASE**

Application deadline:

DECEMBER 10, 2011