ASHEVILLE, NORTH CAROLINA

Classification Specification

Director, Finance
(Chief Financial Officer)
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, direct, and oversee the administration of the City's financial operations and staff and to provide professional financial advice to City administrators and City Council.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Oversees, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; determines discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring decisions; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Directs the activities of personnel through subordinate supervisors: prioritizes and assigns work activities in order to meet department objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to City Manager, Mayor, and

City Council as requested.

Develops and implements long- and short-term plans, goals, and objectives for department: researches, assesses and develops strategies to meet current and future issues and concerns regarding City financial operations; and identifies and implements needed changes, modifications and/or enhancements.

Develops, implements, and updates policies and procedures for department: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates and revises policies and procedures as required.

Develops, defends, and implements department budget: determines budget allocations for staffing, equipment, and capital improvements; monitors expenditures to ensure compliance with approved budget; and maintains related financial documentation.

Ensures all City financial operations and activities comply with local, state, and federal rules, regulations, laws, ordinances, and accepted accounting principles and standards: and interprets, explains, and applies rules, regulations, laws, ordinance, and accepted accounting principles and standards.

Advises City administrators and City Council regarding financial activities, programs, operational issues, training, and initiatives: prepares, analyzes, distributes, and presents financial reports and executive summaries; analyzes financial data and makes recommendations to assist City administrators and elected officials in making financial decisions; and prepares and presents progress and activity reports to City administrators and elected officials.

Directs the preparation, publication, and distribution of the City's annual budget: develops and monitors revenues and expenditures; monitors and maintains debt service requirements; prepares the preliminary budget with proposed alternatives; participates in long-and short-range financial planning, including forecasting all revenues, capital requirements and cash flow management for all funds; and provides final review and correction to written reports and documents included in annual budget.

Monitors budgetary performance: oversees budget reviews; reviews financial statements; identifies problems and opportunities; formulates and recommends strategies to remedy budget deficiencies; reviews budget status with departments; and develops performance indicators to be used in integrating performance and financial evaluations.

Directs and oversees the preparation and distribution the Comprehensive Annual Financial Report (CAFR), audits, grant reports, and other financial reporting: submits all mandated reports to local, state and federal regulatory agencies or others as required; compiles and/or tracks various administrative and/or statistical data pertaining to financial matters; prepares, reviews, and/or analyzes a variety of financial documents; makes applicable calculations; directs the preparation and generation of reports; and ensures maintenance of related records.

Oversees and directs department activities: directs budget development, long-range forecasting, investment planning, cash flow, and capital expenditures; directs and manages City debt, investments, cash management and fiscal operations; directs risk management and safety functions; directs procurement and purchasing functions; directs, evaluates, and improves internal controls; and coordinates internal and external audits.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to financial strategy, management, and oversight; monitors local, state, and federal regulatory and legislative developments and changes impacting financing activities; reads professional literature; maintains professional affiliations; and facilitates and attends meetings, workshops, conferences, and training sessions as required.

Communicates with City officials, subordinates, other City employees, vendors, financial advisors and consultants, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities,

review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, investment reports, bond reports, budget to actual reports, CAFR, annual budget, staff reports, transmittal letters, financial and management analysis, performance reports, policy documents, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Master's Degree in Finance, Business Administration, Public Administration, or a related field required; supplemented by seven years of progressively responsible experience in financial strategy and budget development and management in a government setting, to include lead or supervisory experience.; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the one or more of the following additional certifications or licensures: Certified Public Accountant (CPA), Certified Treasury Professional (CTP), Certified Government Finance Officer (CGFO), and/or Financial Planning and Analysis (FP&A).

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.