

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Director of Finance*
Department: *Finance*
Reports To: *City Administrator*
Status: *Exempt / Non-union*

Job Summary:

The Finance Director functions as the City's chief financial officer; directs the overall management and activities of the Finance Department, the City Clerk's office, and the City's information technology (IT) consultant; and advises the City Council, Mayor, City Administrator, and Department Directors. The position is responsible for City investments, rate setting, drafting ordinances, and customer-focused services; represents the City on finance and other matters; develops responses to complex finance and municipal problems; helps assure compliance with state and federal laws; and serves as a member of the City's management team.

Essential Job Functions:

1. Participate in the City's management team functions, and, with the Mayor and City Administrator, develop plans and programs to enhance customer focused community services, major projects, and other initiatives.
2. Advise City Council, Mayor, City Administrator and Department Directors concerning a wide variety of finance, IT, and municipal issues. Also attend City Council meetings and serve as an ongoing resource regarding matters such as City finance, investments, budgets, systems, ordinances and reports.
3. Manage and oversee the City's finance department with overall responsibility for transactions revenue receipting, payroll processing, accounts payable, and investment portfolio management.
4. Lead and coordinate the annual budget process and prepare the annual and long-range revenue forecasts. Assist Department Directors with their expenditure requests and communicating requests to the City Administrator and the Mayor.
5. Communicate monthly the City's current financial position, revenue and expenditure, budget status and other financial information, and provide interpretation and advice concerning trends and results.
6. Direct and supervise the City's Comptroller who is responsible for reports, accounting management and supervisory functions, and for the systems for fund accounting, grants, Local Improvement Districts, and other matters.
7. Direct and oversee the City's IT consultants and contractors and be responsible for organizing and directing systems design, development, network administration, operations, and instruction.
8. Coordinate the City's annual report and serve as City liaison to the State Auditor's Office. Assist the Mayor, City Administrator, and Department Directors with financial compliance requirements, and be responsible for investigations, policy development, and for internal controls.
9. Direct and supervise the City Clerk who is responsible for Council support, public documents, records management, City licenses, collection of fees, and performance of statutory duties.
10. Establish and maintain effective and cooperative working relationships with City officials and department heads, co-workers, City employees and the general public using good judgment to handle customer complaints, respond to inquiries and resolve concerns in a positive and timely manner using tact and courtesy, sometimes under stressful situations.
11. Lead, coordinate and/or participate in projects and functions such as required for rate setting, privatization, or system conversions. Also track changes in economic projections and revenue forecasts.
12. Provide assistance in developing short and long-range plans for the City.

Associated Job Functions:

1. Attend various continuing education meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of investment plans, strategies, and portfolio management as it pertains to Washington State municipalities.
- Knowledge of municipal accounting and finance policies and procedures and BARS for cities.
- Knowledge of computerized systems and networks sufficient to direct and oversee the City's IT functions and to troubleshoot and instruct other users.
- Knowledge of municipal records management in accordance with RCW's and City ordinances.
- Knowledge of desktop publishing, finance, accounting, database, and spreadsheet software. Ability to use both personal and central computer systems to work with the City's core financial data.

- Skill in financial and revenue forecasting and in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization to generate desired results as efficiently as possible.
- Project management and negotiating skills.
- Written skills and ability to compose complex correspondence and the ability to research, organize and compile data into meaningful reports (English usage, spelling, vocabulary, grammar, punctuation).
- Oral communication and strong customer service skills to communicate effectively with the public in a courteous and helpful manner in situations that are sometimes stressful.
- Ability to direct, manage, and supervise the City Finance Department, its employees and outside contractors to accomplish the duties of the Department and the City goals and provide customer-focused administrative and management services.
- Ability to communicate effectively about complex finance matters in person or in writing to groups or individuals.

Working Environment and Physical Demands:

Work is performed primarily indoors in an office, Council, or meeting room environment with frequent interruptions. Work requires ability to hear and speak clearly in person and on the telephone to groups and individuals, and hand eye coordination and fine manipulation skills are necessary to operate computers. Some travel is required to and from other locations.

Experience and Training Requirements:

- Bachelor's degree in business administration, accounting, finance or related discipline **required, and**
- Five to ten years of progressively responsible management and professional work experience, five of which must be in a public sector agency.
- Master's degree in an appropriate discipline is preferred.
- Strong knowledge of computerized accounting procedures and spreadsheet applications required.
- Experience in a governmental environment preferred, including knowledge of governmental accounting, Washington State Budgeting, Accounting, and Reporting System (BARS), GAAP, GASB.
- Certification as CPA, CMA or similar designation desired.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass background and credit check, and driver's abstract check.

A combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Established: Hulbert 95
Revised: 7/99 AK, NWM/HR 10/03, HR 7/10, HR 3/12

FLSA: Exempt
Salary Range: Contract

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.