

FINANCE DIRECTOR

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| Department: | Finance | Classification/Grade: | M-4 |
| | | Salary: | Starting \$110,000-\$120,000 |
| Division: | Finance | FLSA Status: | Exempt/ At-Will |
| Reports to: | City Manager | Safety Sensitive: | No |
| MVR: | Yes | Bargaining Unit: | Non-represented |
| Background: | Yes | EEO 4 Category: | a-Officials & Administrators |
| JD#: | 1300 | Date Approved: | 2002 |
| Deadline: | Tuesday, October 22, 2019, 11:59 pm | Date Revised: | 2019 |

Job descriptions/specifications are intended to indicate the essential functions and levels of work difficulty of the position and are not intended to describe in detail all of the position's specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management's rights to assign, direct, and control the work of employees under their supervision.

DEFINITION

Under executive direction, develops, directs and manages the financial operations of the City of Mesquite, including a comprehensive program of managing and safeguarding City financial assets while facilitating the effective use of public tax dollars.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serves as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Plans, directs, manages and oversees the financial operations of the City
3. Develops, implements and monitors short- and long-term strategies, goals and objectives in support of the City's vision and strategic plan
4. Manages the day-to-day operations of the Finance Department including accounting operations (accounts receivable and accounts payable), treasury/cash management, debt, investments and auditing and internal controls.
5. Directs and oversees the development and administration of the annual operating budget for both the Finance Department and the City, including coordinating the City budget with the City's capital improvements program, asset management plan, and vehicle and equipment replacement schedules.
6. Oversees the preparation of the City's annual financial statements and coordinate with the City's outside auditor regarding the associated audit report.
7. Assists in ensuring that the financial needs of the city are met; raises funds through various financings, bond issues; evaluates alternative financing methods of all major projects and acquisitions; and assists in negotiating major financial transactions.
8. Provides expert financial assistance to the City Manager, Mayor and City Council; prepares reports, agreements, contracts, resolutions, ordinances and other necessary correspondence; reviews comprehensive financial, political and policy analysis reports; attends City Council meetings and present on related subjects as needed.
9. Monitors regional, state and federal legislative developments related to finance and accounting matters and evaluates the short- and long-term impacts on City operations; provides related testimony as needed.
10. Acts as City Treasurer
11. Defines the responsibilities, authority, and accountability of subordinate employees and provides them with regular reviews and general guidance; develops training programs and provides effective and positive motivational leadership.
12. Attends and participate in professional group meetings; stays abreast of trends and innovations in the field of finance and public administration, and incorporates new developments as appropriate.
13. Performs related duties and responsibilities as required.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Operations, services and activities of municipal accounting and finance administration.
- Rules, regulations, policies, and procedures of a municipal finance department
- Principles and practices of municipal budget preparation and administration
- Principles and practices of governmental accounting and the regulation governing the reporting of municipal government financial activities.
- Principles and practices of financial planning, investment planning, debt management, internal auditing, budgeting and computerized data information systems.
- Municipal financing techniques including bonds, assessment districts, fees, lease/purchases, and private/public partnerships.
- Strategic planning practices and procedures
- Principles and techniques of negotiation.
- Interrelationships of local, state and federal governments, and other public agencies.
- Principles of leadership, supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulation.
- City Council procedures, City Charter; collective bargaining agreements, and labor law as applied to municipal governments in Nevada.
- Governmental Accounting, Auditing and Financial Reporting (GAAFR or Blue Book) Standards and Government accounting Standards Board (GASB) statements.

Ability to:

- Analyze and evaluate department operations and develop and implement corrective action for improvement.
- Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
- Communicate clearly and concisely, both orally and in writing with individuals and groups regarding complex or sensitive issues or regulations.
- Seek and accept input and assistance from others.
- Establish and maintain effective working relationships with those contacted in the course of work
- Delegate authority and responsibility.
- Perform and supervise complex financial research and modeling.
- Work non-standard hours such as evenings, weekends and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's degree in finance, accounting, business or public administration or a field related to the essential functions.

Experience: Six years of increasingly responsible experience in financial management, accounting or a related field, including three years of management responsibility. Nevada governmental accounting experience desired.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license. Certified Public Finance Officer (CPFO) or Certified Public Accountant (CPA) Certification preferred.

Competencies:

Strategic Thinking – Effective performers act with the future in mind. They plan and make decisions within the framework of the City's strategic intent. They know and understand the factors influencing strategy. They consider future impact when weighing decisions. They constantly think in term of continually improving City services.

Visioning – Effective performers are imaginative. They are able to create a vision of a preferred future for their teams. They communicate it clearly and enthusiastically in such a way that others are attracted to it. They are able to bring their vision to life for team members.

Risk-Taking – Effective performers have a history of, and propensity for, making calculated changes to achieve goals. They find a balance between analysis and action. When they fail, they accept it, learn from it, and move on to the next challenge.

Financial Acumen – Effective performers understand the financial framework of the City. They establish and monitor appropriate financial measures. They interpret and use financial data to make informed business decisions.

Leader Identification – Effective performers identify with the role of leader and enjoy positions of responsibility and the exercise of authority. They understand that management is a distinct vocation and choose to be in a leadership position.

Special Requirements: Must pass a comprehensive background check prior to starting work..

Residency Requirement: Must reside within the City limits of the City of Mesquite within six (6) months of employment. *Residency requirement Personnel Policy 3.18.1*

WORKING CONDITIONS

- Office environment; occasional travel to other locations.
- Duties require sufficient mobility to work in a typical office setting and use standard office equipment (including a computer); sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone.
- Physical exertion present due occasional bending, twisting, walking, standing, reaching and kneeling.
- Must be able to handle stressful situations, attend some evening meetings and travel to off-site facilities to administer training or examinations.
- Must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.