

City & Borough of Wrangell

Position Description

Position: Finance Director	Position Number:
Department/Site: Finance	FLSA: Exempt
Evaluated by: Borough Manager	Salary Grade: 30

Summary

Plans, organizes, directs, and coordinates centralized financial management and planning for all City functions and selected outside organizations. Manages financial services including, budgeting, treasury, public financing, liability and debt management, accounting operations, utilities and customer accounting, performance reporting, financial database management, accounting controls, and audit support. Directs and coordinates centralized contract review and administration, personnel, purchasing, and information systems.

Distinguishing Career Features

The Director of Financial Services is a senior management position responsible for integrating accounting operations, audit, systems, and controls governing business transactions such as purchasing, contracts, and insurance. Advancement to this position is through promotion and compliance with the qualifications of the position.

Essential Duties and Responsibilities

Financial Services

- Establishes annual departmental goals, objectives, and priorities. Directs, trains, and supervises the performance of subordinate work sections, ensuring adequate levels of service to other departments.
- Assures protection of assets by developing and directing administration of internal accounting policies, controls, and procedures for accounting operations that include but are not limited to, revenues and reimbursements, expense budgets, accounts receivable, contracts and accounts payable, payroll, investments, grants, and special funds.
- Directs and prepares periodic reports that compare performance with plans, budgets, and standards. Interprets financial and statistical results. Provides sites and departments with periodic financial management information reports, highlighting variances from plan.
- Forecasts short-range cash requirements and obligations, as a basis for maintaining adequate funds.
- Prepares the annual budget development calendar and instructions. Projects revenues and expenditures. Prepares preliminary and final budget summaries for general and special funds. Develops systems for, and implements financial controls for budgets.
- Executes cash disbursements for payment of expenditures of accounts payable, debt, and payroll in accordance with disbursement and accounting policies.
- Directs fixed asset accounting. Maintains up-to-date accounting of fixed asset account balances. Oversees determination of depreciation rates. Monitors inventory levels,

receives verification after physical inventories are completed, compares book versus actual inventory, and advises others on variances.

- Directs and participates in the closing of financial records to prepare trial balance financial summary statements. Oversees preparation of accounting entries to close accounts, allocation of accounting adjustments, and consolidation to summaries. Prepares final financial statements and performance reports for City and assigned external agencies and special funds.
- Continually reviews accounting systems for appropriate information, accuracy, and controls. Assures that accounting systems comply with appropriate regulations and data transfer requirements.
- Directs and performs the City's public financing, investment and cash management programs. Proposes capital financing and investment guidelines and alternatives. Ensures compliance of financing and investment activities with policy requirements.
- Monitors capital markets and works with bond agencies, investment banking firms, bond insurers, and others connected with issue of revenue bonds or debt borrowings. Monitors the interest rate market to remain alert for refunding opportunities.
- Maintains up-to-date knowledge of laws and regulations governing public agency and capital financing strategies.
- Prepares all grant reports as required by granting agencies and assures that all grant agency requirements are met in the administration of grant funds. Maintains grant folders in a manner that allows auditors easy access to grant documents.

Purchasing, Contracts, and Personnel

- Directs a program for centralized review and analysis of insurance, purchases and contracts-for-service, and leases for adequacy and to reduce the financial risk of on-going operations, reduce costs, and minimize loss exposure.
- Researches, develops, and implements citywide policies, language, provisions, and procedural controls governing contracts for goods and services. Develops internal procedures for monitoring contractual performance.
- Coordinates and administers the City's insurance coverage for liability, loss recovery, property and asset damage, health and welfare, and other forms of loss prevention.
- Analyzes risk-and-return for decisions on the amount of coverage and self-funded versus third party insurance. Establishes special funds for self-insured claims. Purchases insurance coverage. Negotiates terms and cost of coverage.
- Serves as the City point-of-contact for all insurance and claim matters. Directs, coordinates and/or investigates claims. Works with external adjusters, investigators, and internal safety professionals to adjudicate claims.
- Organizes and directs activities connected with employment, recruitment, and candidate selection processes. Assures compliance with recruitment policies and procedures.
- Serves as advisor to management and staff on matters such as performance management, skill development, general morale, and other employee relations matters. Evaluates

human relations and work related problems, recommending the most effective solutions.

- Communicates salary and benefit programs to employees. Ensures that employees get timely service on benefits matters.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires advanced-specialized professional knowledge of the theory, principles, and procedures of accounting, auditing and financial management for governmental agencies. Requires in-depth knowledge of the principles and procedures used in budget preparation, accounting administration, and development of internal control. Requires professional knowledge of the principles and techniques used in public financing, investing, financial analysis, and research. Requires in-depth knowledge of the company's accounting data entry and storage systems. Requires in-depth knowledge of the external audit process. Requires considerable knowledge of the laws and regulations governing financial transactions. Requires a working knowledge of insurance and insurability including risk-and-return analysis. Requires a working knowledge of centralized purchasing and material management functions. Requires advanced math skills to perform an array of business and statistical calculations. Requires well-developed skill with personal computer software sufficient to design and use spreadsheet and database models. Requires well-developed language skills to prepare business plans and complex reports seen by the public. Requires well-developed human relations skills sufficient to carry out negotiations, make formal presentations, conduct performance reviews, and communicate technical concepts to diverse audiences.

▪ Abilities

Requires the ability to carry out all aspects of the position. Requires the ability to conduct complex analyses of accounting systems, financial reports, business opportunities such as grants and capital projects, investments, and on-going operations. Must be able to convert financial information and outcomes into reports of findings and conditions. Must be able to gather and analyze data and develop conclusions and recommendations. Must be able to develop projections using historical data and inferential methods. Must be able to think critically and creatively. Requires the ability to supervise, train, evaluate and motivate staff in a way that optimizes service. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet schedules and timelines. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

▪ Physical Abilities

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on large audience, ordinary, and telephonic conversations. Requires near visual acuity to read printed material, computer screens, and observe physical settings. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations and perform work.

- **Education and Experience**

The position requires a bachelor's degree in accounting. Experience with federal or state grants, budgeting, auditing and governmental accounting is preferred but not required. Active CPA is preferred, but not required. Supervisory experience or work experience in a highly responsible position preferred, but not required. Experience with computer related accounting systems and operations desired, but not required.

- **Licenses and Certificates**

CPA certificate desired. May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.