

Job Title: Director of Finance
Department: Finance
Reports To: City Manager
FLSA Status: Exempt
Salary Grade:
Prepared By: City Manager
Approved By: Human Resources
Revised Date: 6/2024

SUMMARY

Responsible for management of Finance Department staff in all accounting, financial reporting, treasury, revenue collecting and licensing, payroll, accounts payable, sales/use tax, utility billing, debt management and risk management (property/casualty and general liability) activities for City of Golden. Responsible for the administrative services functions including Municipal Court and Fleet Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Serves as the City Treasurer and performs the duties listed in Section 7.7 of the City Charter.

Plans, organizes, directs, and controls the financial activities of the City including the accounting, financial reporting, treasury, revenue collecting and licensing, payroll, accounts payable, sales/use tax, utility management, debt management, grant administration and reporting, in partnership with department grant recipients, and risk management activities.

Responsible for the prudent investment of excess city funds and the protection of all city assets.

Develops, plans, and implements city-wide financial goals and objectives and recommends and administers policies and procedures.

Responsible for the development and management of the departmental operating and capital improvement budget ensuring that year-to-date expenditures stay within appropriated limits. Directs the forecast of funds required for staffing, equipment, materials, and supplies. Monitors and approves expenditures and implements midyear adjustments.

Reviews, evaluates, and recommends improvements to the City's administrative and financial internal control system and procedures and ensures audit compliance.

Provides financial support and assistance to city departments. Directs the preparation of financial reports as required by law; prepares various financial reports and analyses for the City Manager, City Council, city staff, and the community.

Directs, oversees, and participates in the development of the department's work plan. Assigns work activities, projects and programs, monitors workflow, reviews and evaluates work products, and methods and procedures.

Serves as the hearing officer for appeals of sales and use tax assessments.

Responsible for grant administration of certain state and federal grants (i.e. Gaming Grant, ARPA Grant.)

Provides active leadership in the city's information technology needs for all city departments (Police, Public Works, Community Center, and City Hall). Provides direct supervision of the City's Information Systems Department.

Responsible for the oversight and direct supervision of City Municipal Court Administrator and Fleet Manager.

Coordinates department activities with those of other departments and outside agencies and organizations. Provides staff assistance to the City Manager and City Council. Prepares and presents reports and other necessary correspondence.

Participates in a number of boards and commissions. Attends and participates in professional groups and committees, including CBAC and Pension and Investment Board.

Encourages innovative thinking and problem-solving among team members, promoting a creative work environment that drives forward-thinking solutions.

Leverages advanced technologies and tools to streamline processes, enhance productivity, and achieve strategic objectives effectively.

Maintains open communication channels within the team and across departments, ensuring transparency in decision-making and fostering trust among stakeholders.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

May be required to attend City Council and other meetings on evenings, weekends, and other non-standard times, and often for extended periods of time.

Will maintain the highest ethical standards according to the requirements of his/her professional association and standards adopted by the City of Golden.

SUPERVISORY RESPONSIBILITIES

Directly supervises 3 full-time employees and oversees entire Finance group in partnership with Deputy Finance Director. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Leads team by example, fostering a culture of collaboration, accountability, and continuous improvement.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

B.A. in business administration, accounting, finance, public administration, or related field required. Master's degree, CPFO and/or CPA a plus. Minimum seven (7) years progressive responsible government accounting and finance experience with emphasis in finance. Three (3) to five (5) years managerial experience.

LANGUAGE SKILLS

Outstanding managerial, customer service, and interpersonal skills a must. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and

articles for publication that conform to prescribed style and format. The ability to make effective and persuasive speeches and presentations on controversial or complex topics to City Council, management, citizen groups, and employees.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license and good driving record.

OTHER SKILLS AND ABILITIES

Applicable knowledge of the principles and methods of finance administration, including accounting, budgeting, and auditing. Knowledge of laws regulating the financial administration of city government. Proven skill in program analysis, revenue forecasting, financial analysis, budget preparation, and administration. Ability to develop and implement effective policy and procedural programs. Knowledge of risk management programs including self-insurance plans, claims, and reserves highly desirable.

Knowledge in supervision, training, and performance evaluation. Ability to communicate effectively in both written and oral form. Strong organizational skills required. Must be innovative, self-directed, and goal oriented. Strong PC skills with experience in Microsoft Office. Familiarity with OpenGov a plus. The ability to react in a crisis, make decisions and carry out all the responsibilities even in periods of extreme stress when time is of the essence.

MATERIALS & EQUIPMENT DIRECTLY USED

Computer, ten key, telephone, and multi-function copier/printer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment is primarily in an indoor setting. The noise level in the work environment is usually quiet.

COMMENTS