

FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR

POSITION DESCRIPTION

CITY OF PHOENIX, OREGON

Last updated: October 2023

Working under the general supervision of the City Manager. As a member of the City's executive leadership team, this position has direct input into City policies and procedures and advises the City Manager on related issues. This position is also responsible for strategic planning for all financial issues facing the city and conducting special projects as assigned by the City Manager. The Finance and Administrative Services position is classified as a “non-bargaining” employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises departmental administrative staff, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, and conducting performance evaluations.
- Directs and oversees the utility billing function in coordination with the Public Works Department.
- Develops and directs the implementation of policy and operational goals through department divisions and programs in response to service demands and consistent with performance standards.
- Directs the preparation and implementation of the department's annual operating and capital budget consistent with program goals and objectives; responds to requests from City Manager and Budget Committee members and other departments regarding the department budget request, and in the preparation of annual comprehensive financial statements.
- Ensures compliance with all state, federal and local laws, department rules, and City policies and procedures; monitors and enforces safety rules established for assigned work areas.
- Establishes annual department goals including ongoing confirmation and/or recommended updates to strategic direction, and provides periodic reports of the status of progress toward goals.
- Sets and attains professional development goals; maintains proficiency in area of responsibility; stays current on area of expertise; demonstrates unquestionable integrity at all times, serving as a role model for appropriate public service ethics and effective leadership.
- Prepares and presents written and oral reports to the City Manager, City Council, boards, commissions, other government agencies, and community groups including the presentation of findings related to executive and elected officials' requests for research and information; advises the City Manager and City Council on department-specific issues.
- Serves as a member of the City's executive leadership team; participates in recurring City Council and special meetings and workshops including internal staff meetings. Coordinates activities of the department with other departments, other public agencies, and various community groups.
- Represents the City at community and/or inter-agency meetings and functions, as appropriate; establish and maintain effective relationships with peers in other agencies and organizations, city departments, citizens, the business community, special interest groups, and the general

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public.

- Recommends programs and techniques to improve the effectiveness of the city and its services.
- Prepares a budget document that details all City expenditures and revenues in accordance with generally accepted governmental accounting practices. In conjunction with City Manager, presents final budget document to budget committee for approval.
- Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practices and City finance policies, and in sufficient detail to produce adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements.
- Monitors departmental expenditures for the purpose of advising departments and City Manager of budget status, and insuring conformance with budget provisions and maximum expenditure amounts.
- Maintains City's investment portfolio. Makes investments of idle funds, oversees reconciliation of all bank statements and accounting records monthly, and prepares information necessary for periodic audits. Ensures annual financial audit is conducted; assists and confers with independent auditor(s) as necessary.
- Oversees preparation of City's payroll, general accounting, accounts payable, and accounts receivable functions, including preparation and processing, monthly reports, and associated deposits.
- Provides for preservation, retention, and destruction of city finance records in accordance with state and federal laws and City policy.
- Disseminates financial notices and information to departments, financial institutions, and state, federal and private agencies as required.

EDUCATION AND EXPERIENCE:

Bachelor's degree, master's degree preferred from an accredited college or university in Accounting, Finance, Business Administration or closely related field required. Certified Public Accountant (CPA) or Professional Finance Officer Certification preferred. Experience working in a human resources field preferred.

SKILLS AND ABILITIES:

Knowledge of modern principles and techniques of governmental and municipal accounting and finance laws and rules, administration, organizational management, supervision, budget, and policy.

Ability to effectively apply management techniques, supervise subordinate personnel, and ensure that the department adheres to state and federal laws, department rules, City codes and policies.

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Ability to read, comprehend, interpret and apply laws and regulations. Ability to establish and maintain effective working relationships with other public officials, employees, vendors, the general public, and other individuals with which the incumbent comes in contact during the course and scope of employment.

Skills necessary to effectively perform the duties and responsibilities of the position, including: excellent communication and negotiation skills; management and supervision; writing and public presentation skills; computer skills sufficient to proficiently use word processing, spreadsheet and database applications.

WORKING CONDITIONS:

Work is performed primarily in an office environment.

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager with significant latitude to complete assignments and program responsibilities independently.

ACCOMMODATIONS:

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.