

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Finance Director</b>
<b>Class Code Number</b>	<b>2150</b>
<b>FLSA Designation</b>	<b>Exempt (Executive)</b>
<b>Pay Grade and Range</b>	<b>41</b>
<b>Effective Date</b>	<b>9/1/2020</b>

### General Statement of Duties

The Finance Director leads and manages all aspects of municipal finance and undertakes assigned strategic initiatives, including the management and leadership of all employees in the Finance Department. The incumbent also provides direction, support and coordination to the Information Technology department. The Finance Director develops and implements broad fiscal and operational policy, engages in strategic planning, and advises the Municipal Administrator on all aspects of finance. The Finance Director coordinates closely with and advises other department heads. The Finance Director has responsibility for ensuring the overall success of Finance. The Finance Director may serve as acting or interim Municipal Administrator during the absence of the Municipal Administrator.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure the financial health of the municipality by managing cash flow and debt, developing appropriate financial policies, maintaining internal controls, preparing financial statements and advising the Administrator, Assembly, and other department heads on the financial condition of the City and Borough and its various funds. Clear and effective communication around the financial challenges and choices the municipality faces is required. The work is performed under the direct supervision of the Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision, management, and leadership are exercised over the work of all Finance Department and Information Technology employees. In the absence of the Administrator an employee in this class may temporarily assume full responsibility for duties of the Administrator. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, Assembly members, media, investment and lending institutions, Federal and State agencies, vendors and suppliers and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

**Strategy and planning:**

- Advise and provide strategic guidance to staff and assembly around long-range plans—both general governmental and for the municipality’s enterprise funds, including utilities.

- Ensure development of and adherence to key fiscal policies, including debt levels, that ensure current and future fiscal health;
- Establishes and maintains all financial and accounting systems for the City and Borough and assists the Administrator and other departments with the development and implementation of financial systems, fiscal policies and procedures;
- Reviews and analyzes the financial impact of proposed legislation;

#### **Management of taxpayer resources**

- Plans, organizes, directs, supervises and coordinates the activities of the Finance Department, including accounting, treasury, budget, customer billing, customer service and collections, personnel, and property, sales, and bed tax;
- Administers city-wide insurance to ensure appropriate levels of risk exposure;
- Oversees the preparation of the quarterly financial statements and the Consolidated Annual Financial Report;
- Develops financial policies, procedures and guidelines, including necessary ordinances and provides for their implementation;
- Manages cash flow and the investment of all funds;
- Develops and maintains internal financial controls, including those relating to management of Federal and State funding;
- Oversees procurement policy and implementation;
- Responds to citizens' questions and comments in a courteous and timely manner;

#### **Support and collaboration within municipal government**

- Provides ongoing and annual revenue projections for all City funds and departments;
- Serves as advisor and consultant to the department heads on all financial matters;
- Serves as senior advisor to the Municipal Administrator on all financial issues;
- Serves as the key advisor to the Assembly on all financial matters;
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

#### **Budget**

- Coordinates the preparation of the Consolidated Operating Budget, including presenting the budget to the Assembly in a manner that communicates how the budget addresses long-term challenges;
- Oversees the monitoring and advising on departmental budget to actual performance;
- Serves as a liaison with the Sitka School District on all budgetary matters;

#### **Information Technology**

- Leads and manages Information Technology employees in the development of information technology plans, technology migration plans, disaster recovery plans, and new technology acquisition and implementation;
- Continuously examines all functional areas of Finance and Information technology for opportunities to gain operational and cost efficiencies through policy change, to include outsourcing, functional consolidation, and divestment;
- As necessary and appropriate, engages outside professionals to benchmark operations against industry standard best practices and recommends policy and structural changes to the Municipal Administrator;
- Serves as senior advisor to the Municipal Administrator on all Financial and Information Technology issues.

#### **General**

- Provides the day-to-day management leadership to all employees of IT and Finance; hire and fire employees as department head; motivates employees; generally supervises and evaluates the work performed in both departments;
- Perform job duties with integrity, ingenuity, and inventiveness;
- Performs other duties as assigned

**Required Knowledge, Skills and Abilities**

- Demonstrated leadership managerial ability and success at the highest organizational level;
- Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting and Auditing Financial Reporting (GAAFR) standards;
- Comprehensive knowledge of fund accounting, auditing and reporting requirements;
- Comprehensive knowledge of laws and administrative policies governing municipal financial practices and procedures;
- Thorough knowledge of the practices, methods and laws relating to municipal bond financing;
- Good knowledge information technology as applicable to municipal government;
- Ability to develop appropriate accounting methods for control and reporting purposes;
- Ability to conduct long-range fiscal planning and budgeting;
- Ability to communicate well with others to secure cooperation and efficient coordination in the preparation of financial records and reports;
- Ability to prepare accurate and reliable reports with appropriate analysis and recommendations;
- Ability to interpret complex fiscal reports and records, analyze financial data and determine appropriate accounting methods for control and reporting purposes;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Demonstrated ability to make public presentations;
- Demonstrated experience successfully managing all aspects of an external audit of the internal controls and financial systems;
- Demonstrated ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

**Acceptable Experience and Training**

- Master's Degree in Public Administration or Business Administration, and/or a;
- Minimum ten years cumulative experience in senior executive level positions which entailed at least two years of managerial responsibility, respectively, for Finance and Information Technology functions; or,
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Possession of a driver's license issued by the State of Alaska;
- Ability to travel, as required and appropriate

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.