USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

 These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Finance**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Director of Finance** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:**  | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of complex technical, supervisory and professional functions in direct control of [“the Finance Department” or “financial operations”]. Responsible for maintaining the fiscal records and systems of the [Town/City], developing and monitoring the operating and capital budget under the direction of the [chief administrative/executive officer] and the oversight of all financial operations.

**Supervision Received:**

Receives general direction from [chief administrative/executive officer].

**Supervision Given:**

Supervises the following departments/divisions:

Supervises all employees [ “of the Finance Department” or “performing or supporting finance functions”].

**Examples of Essential Functions:**

1. Plans, supervises and evaluates [“Finance Department” or “financial”] operations.
2. Develops [or “Assists Board of Finance in developing”] policies and procedures necessary to ensure efficient operation of [“the Finance Department” or “financial activities”] or implements directives from the [chief administrative/executive officer].
3. Develops, maintains and updates [or “Assists the Board of Finance in developing, maintaining and updating”] the [Town’s/City’s] short and long term financial planning under policies established by [chief administrative/executive officer or legislative body].
4. Prepares short and long term financial forecast to evaluate potential effect of current policies on long term financial stability.
5. Develops and recommends financial plans, policies, finance related ordinances and resolutions; provides financial advice and recommendations to [Board of Finance/chief administrative/executive officer and/or legislative body].
6. Ensures compliance with local, State and Federal laws; develops and maintains [or “assists Board of Finance in developing and maintaining”] internal control procedures to ensure that appropriate financial and accounting standards are maintained.
7. Monitors revenues and expenditures to ensure sound fiscal control; oversees the central computerized financial and management information system of the [Town/City] as well as the posting and reconciliation of accounts.
8. Oversees and participates in the preparation of comprehensive annual financial report.
9. Prepares financial statements; coordinates activities with other departments as needed; serves as financial advisor to all department heads; oversees [or “assists in oversight of”] annual municipal audit.
10. Directs and oversees all financial operations, including accounts payable, payroll, accounts receivable, cash and investment management, financial reporting and asset inventory, borrowing and public finance.
11. Oversees [or “Assists in overseeing”] the collection of taxes, fees and other receipts in accordance with laws and regulations.
12. Directs and supervises the selection, training, assignment, scheduling, evaluation and discipline of [“Department employees” or “employees performing finance functions”]; administers personnel rules and regulations and collective bargaining agreements for subordinates under his/her jurisdiction.
13. Assists in the preparation of the annual [Town/City] budget [“; prepares and presents a proposed annual departmental budget; implements adopted Department budget”].
14. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of [Town/City] financial activities and operations, including all records and reports required by State and Federal law.
15. Prepares, submits and presents narrative and statistical reports to [chief administrative/executive officer and/or Board of Finance]; attends meetings of [insert Board of Finance and other appropriate committees, commissions and legislative body].
16. Represents [Town/City] at various meetings, functions and events; serves as liaison to various civic or governmental organizations, committees, taskforces, boards and commissions; communicates regularly with local officials, school board members, chambers of commerce and commissions; provides information about [Town/City] operations and projects.
17. Maintains positive working relationships with municipal and school officials, community groups and the public regarding [Town/City] financial operations; ensures prompt and cordial responses from appropriate subordinates to civilian inquiries.
18. Attends seminars and conferences, and participates in professional financial management and public administration activities to remain current on developments in relevant fields.
19. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor’s degree with a major field of study in Public or Business Administration, Accounting, Finance or a closely related field. [Master’s preferred]
2. \_\_\_ years of increasingly responsible experience in public or business administration, finance or accounting; including a minimum of \_\_\_ years supervisory experience at a unit or division level.
3. [Certified Public Finance Officer (CPFO) certification through Government Finance Officers Association (GFOA) preferred.]
4. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of principles and practices of governmental accounting; including working knowledge of budgetary, accounting and reporting systems and standards such as GAAFR, GAAP and GASB.
2. Thorough knowledge of principles and practices of public administration.
3. Thorough knowledge of the principles and practices of municipal finance and fiscal planning.
4. Considerable knowledge of internal control procedures and management information systems.
5. Considerable knowledge of office automation and computerized financial applications.
6. Considerable knowledge of payroll and accounts payable functions.
7. Skill in financial and human capital management.
8. Skill in the use of personal computer, including [identify software].
9. [“Ability to plan, organize, direct, coordinate and evaluate work of departmental activities.” if supervisory]
10. Ability to compose clear and correct written correspondence and financial reports; ability to effectively present information verbally and respond to questions from groups of public officials, managers, vendors, taxpayers, and the general public.
11. Ability to prepare and analyze complex financial reports.
12. Ability to maintain efficient and effective financial systems and procedures.
13. Ability to read, analyze and interpret general business and financial periodicals, professional journals, technical procedures and government regulations.
14. Ability to establish and maintain effective working relationships with subordinate employees, local and State government officials and the general public.

**Additional Eligibility Requirements:**

1. Valid, active Motor Vehicle Operator’s license required.
2. [Bondable]

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to **X** pounds, and occasionally lift or move up to **Y** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_\_\_\_. This position [regularly or occasionally] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.