

CITY OF HELENA



Position Title: Finance Director

Department: Finance

Division: Administration

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

This position is responsible for the long-range financial and budget planning of the City of Helena. The work performed by this position involves administration of financial affairs of the city government in accordance with the law. The position shall have oversight and control in all matters pertaining to the interpretation and implementation of generally accepted accounting principles, issuance of debt, and the financial recording and reporting of the city, its boards, agencies, departments, and funds including general, proprietary, fiduciary and other governmental funds.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Department Management and Administration

This position leads the following organizational functions: Budget, Accounting, Utility & License billing and payments, mill levy calculations and assessment billing, and other related functions as assigned. This is successfully accomplished by developing and implementing goals, objectives, policies and priorities; establishing within City policy, appropriate service and staffing levels; and communicating and coordinating relevant department activities with other departments and outside agencies/organizations.

This position continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures throughout City operations in cooperation with other department heads; administrative support systems and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.

Additionally the position is responsible for ensuring department personnel are selected, trained, motivated and evaluated; providing and coordinating staff training; coaching employees to correct deficiencies; implementing discipline and termination recommendations; assisting in development of staff through professional development and personal improvement plans; inspiring and expecting exceptional customer service; evaluating workloads, assisting when needed; leading the integration of applications that automate functions related to technology and financial systems; evaluating financial systems and determining if improvements or replacement is needed; serve as liaison to IT services, ensuring those IT services have value equivalent to the resources allocated yearly.

May represent the City's interest on or with various committees, boards, and groups as appointed, assigned and or approved by the City Manager.

Finance and Budget

The incumbent submits periodic financial reports based on recommendation to the City Manager and Commission showing the financial condition of the various funds of the city and other information as directed; provides direction and executes financial research on special projects and preparation of reports; produces annual book of fees schedules and rate resolutions and analyzes fees as directed; and establishes finance operational strategies by evaluating trends, establishing critical measurements, quality and customer service strategies, designing systems, accumulating resources, resolving problems and implementing changes.

This position also supports the City Manager's Office in financial management strategies and operations including analysis of legislative proposals or actions, funding recommendations for the City's capital improvement plan (CIP), economic development initiatives, interlocal agreements; development or approval of key business models; invests excess funds in state permitted investments that will 1. protect principal invested, 2. maintain adequate liquidity, and 3. provide a reasonable return on invested funds; periodically communicates to City Manager and Commission the state of borrowing capacity, debt repayment, term changes and other relevant details; and oversees

and ensures the preparation of the budget and capital improvement plan of the City under the direction of the City Manager and Commission; and ensures preparation of financial information as needed/requested for all departments.

General Accounting

The Finance Director designs, establishes and maintains effective accounting systems and sound procedures for accounting for financial transactions and reporting, operating and capital budgets, and internal controls for the city to include each department, board, agency and fund. All accounting systems, financial reporting and internal controls will be maintained in accordance with generally accepted governmental accounting principles, and state law. The position also approves or rejects recording and recognition of all revenues, expenditures or expenses, and all other transactions to the accounting records under their control ensuring the records accurately reflect the value of the assets, liabilities, revenues and expenditures or expenses of the city and its funds. Executes authority to take all actions necessary for the collection of debts owed the city consistent with general law.

Grants Administration and Contracts

The incumbent coordinates financial reporting and accounting for all city grants.

Payment Services

The position oversees all activities related to utility and licensing revenue collection; coordinates communication strategies and effectively informs the public about payment systems; implements on-line, and phone payment systems and embraces new application use to facilitate efficient revenue collection;

Safety Administration

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses and near-misses as soon as possible to assigned supervisor.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Generally Accepted Accounting Principles and Government Accounting Standards
- Process improvement techniques
- Municipal budgeting, financing and financial controls
- Supervision and coaching techniques,
- Strategic planning and employee development
- Financial and performance audits
- Debt issuance and management
- Participatory budgeting techniques
- Comprehensive Annual Financial Report
- Enterprise Resource Planning systems and how to operationalize them

Skill or ability to:

- Financial planning and strategy
- Profitability management
- Vision and leadership
- Quality management
- Process improvement management
- Revenue/Expenditure forecasting
- Cash flow analysis and projection
- Municipal finance
- Budget development
- Financial skills
- Problem solving
- Effective communication and public speaking skills
- Coaching and capacity building: Assist City Departments as necessary in understanding budget process and in tracking appropriations.

- Technology and innovation
- Read, interpret, and apply a wide variety of technical information including, but not limited to, state and federal statutes
- Negotiate, make formal presentations, and communicate technical concepts to diverse audiences.

Physical Demands:

The position requires the ability to perform sedentary physical work with the ability to lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. The position must have the ability to perform body movements applicable to records management and an office environment.

Minimum Qualifications (Education, Experience and Training):

This position requires a Bachelor's degree in accounting, business administration, public administration or related field with an emphasis in governmental budgeting, finance and/or accounting from an accredited college or university. A Master's degree in a related area is preferred but not required. The position requires six years of progressively responsible experience with emphasis on public administration, governmental finance and budgeting, four years of management and supervisory experience and experience with Enterprise Resource Planning software. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Possession of or ability to obtain CPA or CPFO within one year.

Supervision Received:

Supervised by the City Manager.

Supervision Exercised:

Exercises direct and delegated supervision over management, supervisory, professional, technical, and clerical staff in the department. Responsible for all employees of the Finance Department

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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