

**EMPLOYMENT OPPORTUNITY**

Job Title	Director of Finance
Department	Finance Department
Posting Date	October 9, 2020
Closing Date for Resumes/Applications	Open Until Filled
Salary Range	Director Level - \$111,936.91 - \$145,517.99
Benefits	Medical, Dental, Life and Disability Insurance; FSA; Retirement Benefits; Paid Vacation; Paid Holidays; Employee Assistance Programs and Educational Benefits.
Exempt/Non-exempt	Exempt
Status	Full-time

The purpose of this position is to plan, direct and supervise all aspects of City financial administration, accounting and reporting activities, directly on a day-to-day basis to the Director of Administration and subject to the executive power of the Mayor. The Director of Finance performs highly responsible management and administrative work directing and coordinating the multiple functions of the Finance Department. The position is accountable for the administrative, financial and risk management operations of the City, to include administration of the central accounting system and the data processing functions of the City, development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve City assets and report accurate financial results.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages and supervises Department policies, procedure and goal development. Oversees implementation of Department policies, procedures and goals, including internal control procedures. Reviews effectiveness of financial management policies and procedures, and develops and implements needed changes.
- Determines tasks and special projects priority. Establishes deadlines and assigns tasks and projects. Allocates personnel and reviews completed work.
- Directs preparation of annual City operating and capital improvement budgets. Audits accounts and directs the Audit of the City.
- Determines investments. Researches and analyzes investment opportunities.
- Interviews and selects Department supervisory personnel. Evaluates employee's performance. Maintains standards, disciplines and discharges employees. Recommends and approves employee promotions and transfers.
- Serves as chief City financial advisor. Advises City officials; Department Heads; City committees, commissions and/or boards; civic groups; news media representatives and citizens regarding City financial condition, audit reports, accounts, policies and practices. Interprets financial reports, legislation and other technical financial documents, rules and regulations. Forecasts, estimates and monitors City financial conditions.
- Ensures compliance with budgetary restrictions and mandates.
- Prepares annual CAFR. Prepares financial statements, budget and other financial reports at regular intervals.
- Directs and approves accounts payable and payroll processing, and billing and collection functions.

- Oversees City central financial information processing system. Directs financial reporting in compliance with accepted governmental accounting standards and applicable ordinances, laws, rules and regulations. Ensures maintenance of City financial records.
- Performs special projects. Conducts internal audits. Assists outside auditors. Develops financial studies and plans.
- Ability to manage subordinate professional and administrative employees consisting of approximately 15 employees with responsibility for the overall direction, coordination, supervision, monitoring and control of departmental employees.
- Performs supervisory responsibilities in accordance with City policy and applicable law. Responsible for interviewing and training employees; planning, assigning and monitoring work.

Minimum Training and Experience Required

- Bachelor's degree in Accounting, Finance or a closely related field; supplemented by at least 4 years of extensive, progressively responsible experience in a municipal financial administrative position in a similarly sized agency; or an equivalent combination of training or experience.
- Active Certified Public Accountant Certificate (CPA).
- Knowledge of the laws and policies governing municipal finance and accounting practices and procedures.
- Knowledge of accounting practices and administrative policies.
- Knowledge of modern office practices and accounting equipment.
- Knowledge of municipal bonds and contracts and available investment opportunities.
- Knowledge of data processing principles and practices.
- Knowledge of supervisory principles and practices and ability to direct and coordinate staff activities.
- Knowledge of the principles, practices and processes of municipal budgeting.
- Ability to formulate and install methods, procedures, forms and record systems.
- Ability to prepare complex financial reports in a timely and accurate manner.
- Ability to supervise maintenance of complex administrative records and prepare reports.
- Ability to maintain satisfactory working relationships with employees, government officials, private organizations, and the general public.
- Ability to supervise professional and clerical staff, including assignment of work and review of same.
- Ability to be effective in written and oral communication in contacts with local, state and federal officials and the general public.
- Knowledge of economic development incentives, including tax increment financing districts, community improvement districts, neighborhood improvement districts, transportation development districts, Chapter 100 of the Revised Statutes of Missouri bonds, and Special Business Districts.
- Knowledge of public sector collective bargaining agreements, including negotiation, implementation and administration.

How to Apply:

Online employment applications can be accessed on our City Website: www.stcharlescitemo.gov

The City of Saint Charles is an Equal Opportunity Employer and participates in e-verify