

CHIEF FINANCIAL OFFICER

DEPARTMENT : **FINANCE DEPARTMENT**
SALARY :
FLSA : **EXEMPT**
CIVIL SERVICE : **NOT INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Professional, administrative position responsible for coordinating fiscal activities for the City as a whole and the administrative, operational, financial and personnel activities of the Finance Department. The work is performed under the general direction of the Mayor and City Council but considerable leeway is granted for the exercise of independent judgement and initiative. Supervises and coordinates the work of several professional and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Plans, organizes and directs all municipal fiscal activities including financial investments, Citywide budget development, payroll, accounts receivable and payable, accounting, purchasing, billings and collections.
2. Directs planning, organization and maintenance of central accounting systems including pre-audit, posting of expenditures, accounting controls, data processing reporting, investment policies and procedures, bond and other indebtedness issuance and control.
3. Plans and directs the compilation of various statistical, accounting, finance, monthly expenditure and revenue reports for all City departments, State and Federal government bond writing agencies, bond consultants, actuaries and investment firms.
4. Develops annual Citywide budget documents and recommendations and short and long-term budget objectives in conjunction with department heads, Mayor and City Council. Engages in an ongoing analysis and evaluation of all aspects of the financial status of the City.
5. Drafts and reviews proposed ordinances and resolutions relating to City financial matters such as investment policies and procedures.
6. Advises and consults with Mayor, City Council and department heads on the financial condition of the City and legislative concerns.
7. Directs receipt deposits and investments of all City monies within established investment policies and procedures and applicable State laws.
8. Administers the City's risk management program including health insurance plans, disability insurance plan, property insurance program and liability insurance programs and conducts an ongoing analysis of the associated costs for each insurance program area and the development of bid specifications.
9. Oversees City purchasing system.
10. Meets with individuals, community and civic groups and other government agencies regarding municipal finance, budget and property tax issues.
11. Attends meetings such as City Council, budget review and staff meetings.
12. Summarizes information orally and in writing from reports, meetings and articles.
13. Prepares statistical tabulations, charts and graphs to illustrate financial planning objectives and fiscal situation; conducts research and analyzes complex financial and tax issues.

14. Answers questions from elected officials, the media, other department heads, State and Federal agencies and members of the general public regarding City financial matters; speaks to community groups and businesses regarding complex financial issues affecting the City.
15. Supervises, directs and reviews work of Finance staff; interviews, selects and evaluates staff.
16. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
17. Works independently and with others with limited supervision.
18. Attends work regularly at the designated place and time.
19. Performs all work duties and activities in accordance with City and Finance Department policies, procedures and safety rules.
20. Performs related work as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Extensive knowledge of municipal bonding, cash management and investment programs, billing systems financial reporting and governmental accounting procedures.
2. Extensive knowledge of the principles, methods and practices of municipal finance and accounting.
3. Knowledge of the methods and techniques of preparing a fiscal year budget according to Generally Accepted Accounting Principles and State required reporting formats.
4. Ability to coordinate, direct and review the programs and activities of department personnel in the delivery of a variety of City services and programs; ability to make independent decisions, to develop rules, policies, regulations and programs for the

Finance Department and to interview, select and evaluate staff.

5. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
6. Ability to analyze and interpret data and review materials on a variety of complex financial and property tax matters.
7. Ability to establish and maintain liaison with Federal, State and other government subdivisions, businesses, civic and citizen groups.
8. Ability to review complex operating and financial statements and administrative reports.
9. Ability to keep accurate and thorough records.
10. Ability to speak to community groups and businesses on complex financial issues.
11. Ability to respond to questions from State and Federal government agency representatives, the media, other department heads, elected officials and the general public tactfully and in a clear, concise and easily understandable manner.
12. Ability to communicate effectively both orally and in writing and maintain working relationships with other City employees, elected officials, Federal, State and other government subdivisions and agencies.
13. Ability to work with people from a broad variety of social, economic, racial, ethnic, and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in business administration, finance, accounting, public administration or related area. Prefer MBA or CPA.
2. At least five years progressively more responsible public sector experience including supervisory experience in financial administration or closely related area; prefer

municipal finance experience in a City of similar size.

3. Knowledge of computer technology and related financial software applications.

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

4. If using City vehicle, must have Iowa Driver's License and good driving record based on the City of Waterloo insurability criteria.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Speech and hearing that permits the employee to communicate effectively with other employees, elected officials, Federal, State and other government subdivisions and agencies in person or by telephone.
2. Personal mobility that permits the employee to operate a passenger vehicle safely, attend meetings both in and out of town and physically move from one City department or facility to another.

3. Vision and manual dexterity that permit the employee to operate a personal computer, handle files and perform other administrative responsibilities.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must also be available outside these hours for department or City activities or meetings that require the attendance of the Chief Financial Officer including Council Meetings, budget review meetings and staff meetings. Will have to make out-of-State trips a few times each year.