

**JOB DESCRIPTION
CHIEF FINANCIAL OFFICER
CITY OF WEST WENDOVER**

DEFINITION:

This position is responsible for the supervision of accounting staff, performing a wide variety of complex professional accounting duties in the analysis, preparation and maintenance of financial records, reports and programs. As head of the Finance Department the position is responsible for utility billing, purchasing, payroll, accounting, auditing, budgeting and investment of City funds.

EXAMPLE OF DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Supervises the Accounting Department and associated personnel including Accounting Specialists, Accounting Techs.

Supervises administrative employees in conjunction with the City Manager as it relates to administration personnel performing financial functions and/or other personnel performing related financial functions of the City.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as chief financial advisor to the City Manager, Mayor and City Council.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.

Maintains financial records.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well being of the City.

Prepares financial reports.

Oversees the central computerized financial management informational systems of the City.

Responsible for budget preparation and execution.

Oversees the posting and reconciliation of ledgers and accounts.

Directs the preparation of state and federal reports, including tax reports.

Trains and develops financial staff.

Oversees payroll and accounts payable processing.

Oversees utility and other billings.

Oversees the investment of City funds.

Develops finance-related ordinances and resolutions.

Represents the City at various conferences and meetings.

Perform general management duties or other pertinent duties assigned by the City Manager.

Performs cost-of-service studies for utility rate considerations.

Tracks appropriate financial information in regards to City franchises and other financial programs.

DESIRED MINIMUM QUALIFICATIONS

Knowledge and Abilities:

- (A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP, and GASB;
- (B) Skill in operating the listed tools and equipment.
- (C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, City officials; ability to communicate effectively orally and in writing.

Experience and Training:

- (A) Any combination of training, education, and practical experience that may include: Graduation from an accredited four-year college or university with a degree in

accounting, finance, business or public administration, or a closely related field, or five (5) years of progressively responsible municipal finance work. Expertise and practical financial experience with government or large business is highly desirable.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three months. Must be bondable.

10-Key operation and computer operations including Microsoft Word, Excel and other pertinent programs.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.