

**CITY OF WEST WENDOVER
ADMINISTRATION
CHIEF FINANCIAL OFFICER**

POSITION DESCRIPTION

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.

CHAIN OF COMMAND

The Chief Financial Officer shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City Policy.

DISTINGUISHING CHARACTERISTICS

- Serve as a representative of the City of West Wendover, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Continuously monitors and evaluates the efficiency and effectiveness of the City Finance Department procedures, service levels and administrative systems; evaluates and implements improvements.
- Serves as liaison between City Hall and support staff with Mayor, City Council and City Manager as needed.
- Attends Council meetings; makes oral and written presentations to the City Council and to other public and private groups; provides information to the news media and the public regarding City operations; may represent the City with other government agencies and in meetings with the public.

ESSENTIAL FUNCTIONS

- 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.
- Performs 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.

QUALIFICATIONS

Education/Experience/Training.

Financial degree and practical experience that includes:

- Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field.
- Five (5) years of progressively responsible municipal finance work.
- Expertise and practical financial experience with government or large business is highly desirable.
- C.P.A preferred.

Knowledge/Skill.

- 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
- Skill in operating the listed tools and equipment.
- 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.

Special Requirements And Licensing.

Must possess at a minimum a valid Class C Nevada (Utah, if residing in Utah) Driver's License or an equivalent from another state. If using an equivalent, must be able to obtain at a minimum a Nevada (or Utah, if residing in Utah) Class C license within 30 days as a condition of employment.

Must be a U.S. citizen, or have the legal right to work in the United States. Must be bondable.

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

Background Investigation:

Due to the nature of this position, a background investigation may be conducted by the City as required, in order to establish suitability for employment.

WORKING CONDITIONS

Ability to tailor work hours to needs of department, though standard hours are 8 am to 5 pm. Smoke-free working environment. Work environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Frequent interruptions to planned work activities may occur; telephone calls, special needs from department heads, co-workers or public, and response to unplanned events.

PHYSICAL DEMANDS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to sit at a desk; vision to read reports, financial data, and maps; hearing and speech to communicate in person or over the telephone; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing.

Ability to work in high stress, demanding situations with numerous deadlines. Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping is necessary. The ability to communicate via telephone. Light lifting (25 to 50 pounds) is periodically required.

CONTROLS OVER THE POSITION

The Chief Financial Officer shall report any and all matters through the appropriate channel of communications, i.e., the appropriate persons as required by City Policy.

Performance And Evaluation: The employee will be evaluated on quantity and quality of work and the manner in which personal characteristics are brought to bear on that work. Performance evaluations will be performed as specified by City Policy.

Testing: A basic skills test may be conducted as part of the interview process and may include testing of skills specific to the requirements of fulfilling this particular job position, as determined by the Department Head, City Manager, or Human Resources Department.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

FLSA Status: Exempt

“The City of West Wendover is an Equal Opportunity Provider”