



City of New Albany

Position Profile

Title: DIRECTOR OF FINANCE

Pay Grade: Exempt Classification Grade 23

Department: Finance

Reports To: City Manager

Purpose of Position

The director of finance is the chief fiscal officer of the city. Created by the city's charter, this full-time, executive management position serves as a key member of the management team and reports directly to the city manager. This position also has considerable interface with all city departments and community leaders. The finance department manages all aspects of the city's financial operations including: budgeting, accounting, financial reporting, procurement, payroll/benefits, investments, revenue sharing, grant and loan administration, and performance management.

Responsibilities

Responsibilities of the director of finance include fiduciary, strategic financial policy formulation and implementation, financial analysis in the policy making process, purchasing, payroll, accounting, MIS, financial reporting, income tax administration, and revenue forecasting including forecasting of complex economic development agreements and communication of same to the city manager and the city's economic development partners.

The position is also responsible for designing, developing and installing budget control systems for the entire city organization, preparing/recommending long and short-range budget policies for submission to the city manager, serving on the management negotiating team, and communicating the city's fiscal activity to rating agencies, financial institutions, city council, the media and other public entities.

Education / Experience / Minimum Qualifications

This position requires high-level technical, professional and managerial competency with a proven and verifiable track record of success. Bachelor's degree with major coursework in public or business administration, finance, accounting, or related field with an emphasis on municipal finance from an accredited four-year college or

university, is required. A Master's degree with coursework in a similar field is preferred.

Progressively responsible supervisory experience in finance or fiscal management in a public sector agency or in another equivalent organization that would confer a comparable skills base is required. Additionally, at least three years of progressively responsible experience in budgetary and financial analysis and administration of a complex annual budget with a multitude of funds.

The director of finance is a creative problem solver with a proven commitment to excellent customer service. The director exhibits honesty, diplomacy, candor, and the highest ethical standards in a respectful manner as part of a team-oriented approach that builds internal and external trust. The director leads by example as a representative of the entire city organization and actively seeks out opportunities to develop relationships throughout the organization and the community. Patience and skillfulness in explaining complicated concepts to all facets of the community are key qualities. Effective public presentation skills, both orally and in writing, are a must. The director recognizes and nurtures individual talents that enhance job satisfaction in a high performing department environment and possesses a keen ability to motivate staff while simultaneously exhibiting the strong leadership necessary to effectively challenge the department to achieve even greater levels of success.

In addition to the qualities identified above, the director of finance possesses the following attributes:

- Ability to prepare and present comprehensive financial reports which accurately describe the short and long term financial position of the city
- Ability to establish and develop positive working relationships with community stakeholders, council, the city manager, members of the management team, and all other staff, in order to support a high level of organizational performance
- Ability to accurately respond to questions in a prompt and thorough manner, both orally and in writing, that concisely articulates the city's financial position in public venues
- Maintain accountability for the prudent investment of city funds
- Ability to analyze financial data and forecast economic outcomes
- Ability to provide alternative financial recommendations to the city manager and city council and implement financial decisions
- Ability and willingness to think "outside the box" by bringing vision and creativity concerning methods for the city to improve its financial and administrative systems and processes
- Innovative and creative in proposing new revenue sources to deal with funding constraints in a municipal government organization
- Ability and interest in delivering quality services in an economical and efficient manner and in developing and maintaining excellent relations with the city council and members of the municipal team
- Ability to quickly learn, understand, and administer municipal economic develop incentive programs, monitor them and report their effectiveness.

Summary

This position requires an exceptional financial background with knowledge, skills and abilities in each of the functional areas, with particular emphasis on integrated strategic planning, municipal finance, budgeting and revenue forecasting. The director of finance displays a positive, collaborative leadership approach to problem solving with a proven commitment to customer service. This innovative leader will have excellent presentation skills along with a track record of building strong, positive relationships and partnerships with business and developmental interests, financial service institutions, and rating and regulatory agencies.

This position description contains the essential functions for purposes of 42 USC 12101. However, it is not intended to be the only duties and responsibilities to be performed by the position incumbent. The City retains the right to modify the duties and responsibilities of this position at any time.

The City of New Albany does not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, religion, military/veteran status, age, disability, or genetic information in employment.

March 20, 2006
June 28, 2012
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