



JOB DESCRIPTION

DIRECTOR OF FINANCE/CITY TREASURER

City of Fridley, Minnesota

Date:	March 29, 2018 (rev.)		
Position Title:	Director of Finance and City Treasurer		
Department/Division:	Finance Department		
Grade:	11	Salary Range:	\$101,795.20 to \$130,041.60 per year
FLSA Status:	Exempt		
Position Reports And Is Accountable To:	City Manager		

ORGANIZATIONAL MISSION:

In 2014, the Fridley City Council adopted the following organizational mission: “We believe in a Fridley that is a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

POSITION SUMMARY:

This position is responsible for the direction, planning and management of all financial operations of the City of Fridley and advises and makes recommendations to the City Manager on all fiscal policy matters to maintain and enhance the financial health of the City. As a Director of the Finance Department, this person will oversee four divisions: The Accounting Division (treasury, accounting, financial reporting, payroll, utility billing, debt management, risk management, and procurement); Information Technology Division; Liquor Store Operations (two retail stores); and the Assessing Division. This department oversees the main Customer Service function and also provides the financial administration of the Housing and Redevelopment Authority (HRA).

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF JOB DUTIES:

Plans, assigns, directs, and evaluates the activities of the Finance department and its employees.

1. Develops and implements policies, procedures, and internal controls for the effective functioning of the department in accordance with approved governmental accounting practices and procedures.
2. Establishes and maintains investment policies and procedures and is responsible for cash management and investments; establishes and maintains bond coupon payment records, reviews and approves daily investment program; serves as auditing officer and City Treasurer.
3. Develops and implements broader internal financial policies, procedures and standards; assures compliance with established policies and procedures; analyzes efficiency and effectiveness and takes necessary actions to improve operations.
4. Oversees official City financial records for all departments, including revenue, collections, disbursements, and deposits.

5. Prepares revenue estimates and compiles expenditure requests from departments; separates and balances revenue and expenditure requests by funds and interacts with department directors to balance the budget consistent with City Council adopted goals and objectives; analyzes revenues and expenditures and alerts the City Manager of major potential problems and recommends solutions to the problems.
6. Directs the maintenance of the computerized accounting system in accordance with state, federal and local regulations and requirements; ensures proper controls and accountability for all accounts and funds; establishes proper and efficient routing and control of documents, data and forms.
7. Responsible for the preparation of the City's comprehensive annual financial report (CAFR); participates in the annual audit; prepares and presents periodic financial reports with recommendations; prepares and presents monthly financial status reports to management; prepares special reports and rate analysis and recommendations as required.
8. Advises and assists the City Manager in the preparation of the overall budget, cash flow analysis, and utility rate recommendations, as well as in the presentation to the City Council.
9. Negotiates contracts and leases as needed.
10. Provides management and budgetary supervision for the Information Technology Division, which plans and participates in the selection, acquisition, installation and operation of the City's broader technological system.
11. Oversees two (2) liquor store facilities and provides direction and guidance to Liquor Store Operations Manager.
12. Attends City Council meetings, various commission meetings, Board of Review meetings, HRA meetings and acts as adviser on financial matters as needed.
13. Manages department to achieve goals within budgeted funds and available personnel.
14. Oversees the recruitment, testing, selection, and/or promotion department personnel, including performance management, record keeping, staff development, and approves disciplinary decisions of subordinates.
15. Works closely with other City departments to maintain harmonious relationships throughout the organization and to ensure efforts are directed toward common City goals.
16. Represent the City on state, regional or local policy development or advisory committees for the benefit of the City.
17. Meet with private citizens, civic groups, and business organizations to provide information on City policies, programs and activities.
18. Professionally and accurately prepares and delivers verbal and written reports as required.

OTHER JOB FUNCTIONS:

1. Serves on the Fire Relief Association's Board of Directors.
2. Performs other duties as assigned by the City Manager.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited college with major in accounting, finance or closely related field.
2. Five (5) to seven (7) years of increasingly responsible experience in public sector or municipality finance.
3. Progressively responsible experience in managing and supervising and teams of employees.

DESIRED QUALIFICATIONS:

1. Possess a graduate degree from an accredited college with major in financial administration, accounting or closely related field.

REQUIRED KNOWLEDGE AND SKILLS

1. Thorough knowledge of Generally Accepted Accounting Principles (GAAP), also practices and regulations which apply to municipal accounting, budgeting, purchasing, enterprise funds, special assessments, and revenue collections in local government.
2. Thorough knowledge of federal, state, local laws and ordinances pertaining to financial administration and reporting methods.
3. Ability to communicate effectively verbally and in writing.
4. Knowledge of principles of supervision and management with the ability to effectively lead, plan, direct, train, and evaluate the work of subordinates in the department.
5. Knowledge of automated systems, applications and technology related to financial administration and public sector operations.
6. Knowledge of statutes and regulations involving elections.
7. Knowledge of retail and off-sale liquor operations, regulations, and facility management.
8. Ability to analyze problems, identify alternative solutions, resolve conflict, project consequences of proposed actions, and implement recommendations in accordance with proper City policy and procedures.
9. Ability to identify and work with consultants when specialized needs are required.

10. Ability to establish and foster effective and cooperative relationships with employees, other departments in the City, with legislative groups, officials, civic leaders and other agencies.
11. Ability to prepare and present effectively in front of various audiences or groups.

WORK ENVIRONMENT:

Attached is a Job Activity Requirement form of work environment characteristics that are representative of those an employee encounters while performing the essential functions of a Director of Finance. Candidates should understand the physical requirements of the position. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

COMPENSATION AND BENEFITS:

Salary range is \$101,795.20 to \$130,041.60 per year. Benefits include a variety of options, paid entirely or in part for the employee by the City, which includes: life, health, and dental insurance; flexible spending program; short and long term disability; annual leave; eleven (11) city-paid holidays per year; employee wellness program; deferred compensation, employer's share of payments to workers' compensation, unemployment compensation; and the Public Employees Retirement Association (pension).

APPLICATION PROCEDURE:

Submit a cover letter and resume directed to Deborah Dahl, Director of Community Services and Employee Resources: deborah.dahl@fridleymn.gov. Application materials may be downloaded from the City of Fridley's website at www.fridleymn.gov or contact the City of Fridley directly at 6431 University Avenue, N.E., Fridley, MN 55432 (763) 572-3504. Review of applications will begin Monday, April 16, 2018.

March 2018

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.

EEO/ADAA

Fridley Job Activity Requirements

Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

Job Title: Director of Finance/City Treasurer

Department/Division: Finance/Accounting

Brief Description of the Job Performed: This position is responsible for the direction, planning and management of all financial operations of the City of Fridley, as well as for all functions and operations of the Finance Department.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics			X		Works with Others				X	Sitting				X
Reading			X		Works Alone		X			Standing		X		
Writing			X		Customer Contact		X			Walking		X		
Reasoning			X		Shift Work					Running				
Problem Solving			X		Extended Day			X		Lifting	X			
Attentiveness				X	Extreme Hot	X				Pushing/Pulling	X			
Work Supervision			X		Extreme Cold	X				Carrying	X			
Guidance Available		X			Extreme Noise	X				Bending at Waist	X			
Autonomy				X	Confined Area					Climbing				
Social Interaction			X		High Places					Repetitive hand motion	X			
Supervising Other Employees				X	Work Indoors			X		Twisting upper Body	X			
					Work Outdoors					Reaching	X			
					Mechanical Hazards					Kneeling				
					Electrical Hazards					Driving		X		
					Explosive Material					Crouching				
					Chemicals (OSHA Def).					Crawling				
					Fumes					Use arm muscles over extended periods	X			
					Gases					Use leg muscles over extended periods	X			
					Other					Over shoulder height work				
										Stationary desk or bench work with neck bent forward				X
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment				X

Demand Codes:

Blank = Not Applicable or Not Present

VI = Very Infrequent, 1 to 2 times a week

O = Occasional, up to 1/3 of time

F = Frequent, 1/3 to 2/3 of time

C = Constant, more than 2/3 of time

The number of times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	1 TO 5	Plans, files, paper	Waist to chest high
11 - 24			36 inches to 50 inches
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	1 to 5	Plans, files, paper	100 feet to 200 feet
11 - 24			
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			