

**CITY OF KENAI
FINANCE DEPARTMENT**

TITLE: FINANCE DIRECTOR
RANGE: 29
SUPERVISOR: CITY MANAGER
NO. SUPERVISED: 6
NORMAL HOURS/WK.: 40 (Monday – Friday, 8:00 a.m. to 5:00 p.m.)
SERVICE TYPE: EXEMPT / DEPARTMENT HEAD CLASS
CLASSIFICATION: 104: FINANCE DIRECTOR

GENERAL DESCRIPTION Under the general direction and supervision of the City Manager, the Finance Director manages the City's Finance Department, including overseeing financial reporting, accounting, grant reporting, utility, special district billing, budget development, payroll, investments, information technology, personnel, and related activities. The Director must exercise independent judgment in planning, directing, and coordinating all activities of the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage all Finance Department services and activities, including accounting, budget, financial reporting, payroll, utility billing, investments, grants, and information technology.
2. Develop and direct the implementation of departmental goals, objectives, and priorities; recommend and administer policies and procedures.
3. Advise the City Manager and the City Council in all matters relating to the financial affairs of the City, including taxation policy, adequacy of fund balances and reserves, employee benefit programs, utility rates, and investment policies.
4. Prepare and administer budgets; compile and analyze data; work with other department heads to achieve City objectives. Prepare ordinances and resolutions for fund appropriations and budget transfers.
5. Select, train, supervise, evaluate and schedule the work of employees in accordance with City personnel policies.
6. Oversee annual and other financial audits; work with outside auditors; identify issues and solve problems; ensure compliance with established accounting standards. Prepare the comprehensive annual financial report.
7. Oversee the investment of City funds in accordance with codes and other requirements; direct and manage the services of outside financial advisors.
8. Review contracts and agreements for leases, land sales, consultants, and other services. Serve as the City's procurement officer as directed.
9. Oversee the preparation of accounting records for special assessment districts, including project costing, participant billing and collection, and lien management on affected properties.
10. Oversee payroll, benefits, and other wage and salary related records and systems. Review payroll requests and timesheet submissions. Oversee health insurance and other benefit programs. Coordinate activities with the City's Human Resources staff.
11. Attend City Council meetings and other work sessions as required.
12. Attend and participate in professional training and attend conferences and meetings to keep current with respect to new trends and developments in accounting field.
13. Perform job duties with minimal or no supervision.
14. Have the physical ability to perform essential job functions.
15. Have regular, reliable, and predictable attendance at work.

16. Perform other duties as assigned by the City Manager.

MINIMUM QUALIFICATIONS

1. A bachelor's degree from an accredited college or university in accounting or a related field —or— a minimum of eight (8) years of professional financial management experience in place of the degree requirement.
2. Five (5) years of progressively responsible professional financial or accounting experience.
3. The applicant (or employee after hire) must pass a background check, including a criminal background check and credit report in accordance with the Fair Credit Reporting Act (FCRA).
4. The employee must be available to work varying schedules including weekend days and evenings, and the employee may be asked to respond to emergency call outs when available.

DESIRABLE QUALIFICATIONS

1. Experience in the public sector, especially in investing public funds.
2. Supervisory experience.
3. Certified Public Accountant license.

WORKING ENVIRONMENT The work environment is typically in an indoor office setting and in public meeting rooms, adequately heated, lighted, and ventilated.

PHYSICAL DEMANDS While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate office equipment including telephones, photocopiers, computers, and keyboards; communicate orally in person and on the telephone; sit for extended periods of time; and, stand, walk, stoop, crouch and reach with hands and arms, and get in and out of vehicles. The employee must occasionally exert up to 40 pounds of force and is frequently required to drive or walk to other City buildings. Specific vision requirements include close, distance and peripheral vision, the ability to adjust focus, and the ability to judge distances and spatial relationships. The employee must be able to hear and to talk and to communicate verbally in-person as well as on a telephone.

MISCELLANEOUS INFORMATION

The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all with no discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

Department Head Service: This position is included in the Department Head Service, and positions in the Department Head Service are established by the annual budget or classification plan and serve at will. Salaries of employees in the Department Head Service are set by the City Manager within the range approved by the City Council as approved through the budget process.

Review and Approval:	Initials/Signature	Date
Human Resources	_____	_____
City Attorney	_____	_____
City Manager	_____	_____

RECEIPT AND ACKNOWLEDGMENT

I have received a copy and have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the City without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____

A copy of this position description and acknowledgment will be placed in the employee's personnel file.