



City of Derby Position Description

TITLE: Finance Director

CLASSIFICATION:

This position is an exempt salaried position and shall be considered full-time.

GENERAL STATEMENT OF DUTIES:

The Finance Director shall be the chief fiscal officer of the City. He/she shall plan, organize, and direct the accounting, cash management, purchasing, and grant management program of the City in accordance with the City Charter. Additionally, the Finance Director shall coordinate with the Board of Apportionment and Taxation, the City Treasurer, and other department supervisors on investment planning, cash management, and fiscal administration. The Finance Director shall be the head of the Finance Department.

SUPERVISION RECEIVED:

The Finance Director works directly under the supervision of the Mayor and shall hold no other elected or appointed office within the City.

SUPERVISION EXERCISED:

Supervisory authority is limited to staff, as assigned or directed by the Mayor.

ESSENTIAL JOB FUNCTIONS:

The Finance Director shall:

- Plan work according to fiscal year schedule
- Establish priorities in supervising and performing work in functional areas of accounting, cash management, and purchasing
- Provide financial consultation to the City Treasurer, Tax Collector, and Assessor's office
- Maintain financial reports for all the grants obtained within the City
- Establish and maintain internal controls procedure and assure that state and national standard accounting procedures are maintained

- Coordinate short- and long-term investment and borrowing strategy with the City Treasurer and interface with various department supervisors regarding cash management
- Oversee and coordinate the purchase of all supplies, materials, and equipment between all boards, agencies, and commissions of the City, acting as a City purchasing agent
- Coordinate activities and flow of information for automated financial reporting system
- Review all insurance coverage carried by the City and suggest adjustments and improvements in coverage
- Assist the Mayor/Board of Apportionment and Taxation in the preparation and administration of the City's annual budget
- Prepare regular statistical and narrative reports for the Board of Aldermen and Board of Apportionment and Taxation
- Maintain City records of all fixed assets
- Assist appointed auditors by compiling necessary statistical and related program information
- Provide progress reports to the Board of Aldermen and Board of Apportionment and Taxation on a regular basis
- Provide monthly budget expenditure progress reports to the Mayor by heads or department
- Maintain correct account records by heads or department, under the supervision of the Mayor, of all receipts and expenditures of the City during each fiscal year to exhibit accurately and completely the financial condition of the City
- Work with the City Clerk on the following functions:
 - Reviewing revenue and expenditures of all City funds and account groups
 - Maintaining general ledger and separate account ledgers
 - Providing budgetary control information to all departments

- Review a summary of purchase orders and bill payments
- Supervising accounting and clerical staff in the functional areas of accounts payable, payroll, and data processing
- Perform such management control duties as scheduling, assigning, overseeing, and reviewing the work of subordinate employees
- If required by a collective bargaining contract, exercise judgment in adjusting grievances, apply other personnel policies and procedures, and enforce the provision of a collective bargaining contract for subordinate employees
- Establish or participate in the establishment of performance standards for subordinate employees and take corrective measures to implement those standards
- Perform such other tasks as assigned by the Mayor

MINIMUM EDUCATIONAL TRAINING AND EXPERIENCE:

This position requires, at a minimum, the following qualifications:

- (a) A Bachelor of Science degree in the field of business, accounting, finance, or such other related field, and either (1) at least seven years of experience in the field of finance, or (2) at least five years experience as a licensed Certified Public Accountant;
- or
- (b) A Master of Business Administration or such other related field, and at least five years experience in the field of finance.

KNOWLEDGE, SKILLS, AND ABILITIES:

In addition to the skills required to perform essential job functions, the employee must have strong verbal, written, computer, and interpersonal skills.

COMPENSATION:

The Finance Director shall be paid an annual salary of up to \$65,400. Increases in the salary of the Finance Director will be equal to the percentage of increase for salaries of Derby City Hall employees.

The Finance Director will be entitled to the same benefits and pension as Derby City Hall employees.