DEPUTY FINANCE DIRECTOR

POSITION SUMMARY

Under the direction of the Deputy City Administrator, the Deputy Finance Director will take responsibility for all aspects of the Finance and Utility Billing divisions. This position partners with administration in the roles of investment officer, public funds custodian, debt manager, grants financial officer and financial risk manager. Will also provide overall administrative and technical direction in the areas of accounting, purchasing, treasury, insurance, pension oversight, budget control, audit management, capital projects, contracts and customer service.

RESPONSIBILITIES

Essential Duties:

- Supervises Finance and Utility Billing operations, ensuring efficiency and compliance with financial policies.
- Establishes and maintains effective working relationships with governmental officials, the public, and co-workers.
- Represents the City at public meetings, community events, committees, and conferences.
- Prepares and presents financial reports ensuring compliance with GAAP, GASB, and audit requirements.
- Reviews, recommends and implements improvements to the City's accounting and fund structure.
- Maintains and enforces financial policies and procedures to safequard city assets.
- Oversees capital budgets and Construction in Progress (CIP) projects, advising on funding availability.
- Manages employee pension and retirement plans oversight.
- Coordinates with external auditors and ensures timely completion of financial statements.
- Advises on cash flow, capital expenditures, and financial policy implementation.
- Assists in budget preparation, analysis, and presentations to city leadership and the commission.
- Administers financial aspects of grants, debt applications, and investment management.
- Ensures compliance with state and federal financial regulations.
- Develops strategic financial goals and policies for the City.
- Performs other duties of a similar nature or level as assigned.

Knowledge, Skills and Abilities:

- Knowledge of municipal finance laws, GASB standards, and government accounting principles.
- Experience in investment fund management and municipal debt administration;

- Strong leadership, management, and strategic planning skills.
- Ability to effectively communicate complex financial information to diverse audiences.
- Proficient in accounting software, ERP systems and financial reporting tools.
- Skilled in documenting new processes and troubleshooting procedures.
- Ability to foster collaboration and maintain positive relationships with stakeholders.
- Ability to manage multiple projects with a attention to detail and deadlines.

Education and Experience:

- Bachelor's degree in Accounting, Finance, or related field.
- CPA and/or Master's degree desired.
- Six years of accounting experience, prefer government or municipal finance experience, including management and supervisory experience.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License
- Knowledge of municipal government financial practices and procedures.

WORKING CONDITIONS

Environment:

- Positions in this class typically require: talking, hearing, seeing and repetitive motions.
- Work is performed primarily within routine office environment with minimal exposure to hazardous or unpleasant conditions.
- Physical demands are usually limited to sitting or standing in one location much of the time.
- Some stooping, lifting or objects of light weight may be required.
- Work related travel is minimal.

Classification: Grade 20 (G-20)
FLSA: Exempt
Created: 09/22/2022 by DCA Linda Carlson, HR Nameniuk
Approved by City Commission: 11/15/2022, 03/04/2025 change G17 to G20
Updated: Title change from Finance Supervisor to Deputy Finance Director & updates 7/25/24 by HR Nameniuk, DCA Carlson
Updated: 2/6/2025 by DCA Carlson; 4/29/25 updates by DCA Carlson, HR Nameniuk.
Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.