

FINANCE DIRECTOR (Exempt)

JOB SUMMARY: The Finance Director for the City of Jenks coordinates through intermediate supervisors the activities of a staff engaged in performing the fiscal and financial functions of the City. Areas of responsibility under the leadership of this position include City of Jenks, The Oklahoma Aquarium and the Jenks Public Works Authority. The Finance Director is the City's encumbering officer and is responsible for municipal appropriations and expenditures. The employee has continual contact with the City Manager, elected officials, department/division heads and members of City boards and trusts to define, explain and exchange information on matters of financial concern. In addition, the position requires the preparation and monitoring of the departmental budgets and the formulation and implementation of strategic business plans and performance measures. The Finance Director also oversees the City and public trusts' debt management program and is responsible for maintaining the highest possible debt rating. The Finance Director serves on various boards and trusts and has extensive public contact and must have the ability to travel to unscheduled, remote meetings, local seminars/conferences, etc. Work is appraised by the City Manager as to the attainment of program objectives and adherence to governing laws. This is a full-time position working a minimum of 40 hours per week, Monday through Friday. This position reports to the City Manager.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Ensures the accuracy of all financial information for the city.
- Advises and assists in the preparation and compilation of the city's biennial budget in compliance with applicable budgetary laws.
- Plans, organizes, staffs, and directs the daily activities of the Finance Department.
- Supervises the evaluation and development of city operations.
- Supervises the planning, implementation, and coordination of programs with other departments to ensure the needs of the City for proper accounting of the City assets are addressed and satisfied.
- Develop new or modify policies and procedures to enhance operational efficiency.
- Communicate staffing needs and suggestions with regard to budget to the City Manager as appropriate.
- Review and prepare analyses and reports of activities, costs, operations, and forecast data to determine progress toward stated goals and objectives.
- Prepare the City budget and coordinate the accumulation of projected expenses from all departments.
- Prepare budget calendar and publish proposed budget.
- Monitor expenditures during the year against the capital and expense budgets.
- Supervise the distribution of funds.
- Evaluates financial data and prepares the financial reporting for the City.
- Supervise the establishment of accounting systems for the City and makes any changes required by federal and state law.
- Maintain the accounting records to indicate from whom monies are received and when monies are spent.
- Acts as liaison with the auditors and provides them with the assistance to complete the audit.

- Responsible for the investment of funds, establishment of banking relationships, initiation of banking accounts, and development of procedures to be used by the banks in the maintenance and disbursement of funds.
- Oversee reconciliation of bank statements.
- Monitor the obligations of the City in City bonds.
- Make recommendations on interest rates of new bond issues.
- Monitor arbitrage requirements.
- Provide accounting for the City's capitalized assets, and computes and applies depreciation.
- Supervise Deputy Finance Directors and their respective direct reports.
- Prepare request for funds for grants awarded to the City.
- Prepare the Estimate of Needs and Sinking Fund Requirements.
- Supervises, evaluates and disciplines personnel.
- Coordinates activities of the department with other departments, divisions and city officials.
- Develops, reviews, revises and enforces policies as appropriate.
- Prepares reports; writes memoranda and correspondence.
- Researches, reviews, analyzes, recommends, and implements special projects.
- Ensures compliance with all applicable financial rules and regulations.
- Utilizes internal controls to safeguard city assets.
- Ensures accurate billing and accounting of cash received from utility customers.
- Provides financial analysis to the City Manager and City Council.
- Coordinates and assists in the preparation of the city's annual outside audit.
- Answers questions and resolves disputes for customers and vendors.
- Oversees city investment activities.
- Other duties as assigned.

ADDITIONAL RESPONSIBILITIES/ACTIVITIES/KNOWLEDGE:

- Knowledge of methods and practices of Oklahoma governmental accounting.
- Knowledge of investment laws and practices, and their applications.
- Knowledge of municipal government tax levies, budgeting, assessments, and similar financial procedures.
- Knowledge of relevant city, state and federal laws, regulations and policies.
- Knowledge of the development and administration of municipal budgets.
- Knowledge of accounting and financial analysis principles.
- Knowledge of local, state and federal accounting principles and auditing standards.
- Knowledge of modern office practices and procedures.
- Skill in the use of computers and various software programs for data entry, word processing and accounting purposes.
- Skill in the development of complex financial reports.
- Handle stress effectively without it interfering with performance.
- Skill in oral and written communication.
- Ability to be bonded.
- Ability to make investments in accordance with adopted policies in order to maximize interest earnings.

- Ability to establish and maintain effective professional working relationships with elected officials, City Manager, department heads, other employees, employees of other agencies, members of the news media, and the general public.
- Ability to use small office equipment such as phones, copiers and ten key.
- Ability to use highly technical computer programs.

MINIMUM AND PREFERRED REQUIREMENTS:

- A Bachelor's degree in business, accounting, finance, or a similar specialization is required; Master's degree is preferred.
- Minimum of six (6) years of professional accounting experience is required.
- Municipal/Government accounting experience is required.
- A demonstrated record of progressively responsible supervision of financial staff is required.
- The ability to manage multiple projects in a dynamic environment with emphasis on consensus-building and experience with process improvement is preferred.
- Exceptional organizational, communication and interpersonal skills are also a prerequisite.

WORKING ENVIRONMENT:

The duties of the Finance Director will be generally performed in a standard office setting with some travel from site to site. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist. Occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment.

Hearing: Hear in the normal audio range with or without correction.