

## CITY OF COLLEGE PARK, MARYLAND

### CLASS SPECIFICATION

**CLASS TITLE:** DIRECTOR OF FINANCE

FLSA Status: Exempt

**GENERAL CLASS DESCRIPTION:** Positions in this classification plan and direct all aspects of the City's finance department and its programs. Work involves establishing department policies, procedures and plans in accordance with state, federal and City regulations and laws. Manages the departments daily operations through a subordinate supervisor; and reviews the department's operations to ensure accurate accounting for the assets of the City, compliance with applicable laws and regulations, and the provision of responsive services to the department's internal and external customers. Serves as acting City Manager when assigned. Reports to the City Manager who reviews work in terms of compliance with departmental goals and objectives.

**ESSENTIAL JOB FUNCTIONS:**

**The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.**

- Prepares the annual operating budget and capital improvement plan for the City. Monitors the performance of the City's capital and operating budgets and ensures adherence to sound financial management principles and appropriate levels of spending.
- Prepares or reviews quarterly, and annual financial reports and statements. Ensures accurate reflection of the status of City assets; evaluates the performance of the City's financial programs; identifies significant discrepancies in actual and projected performance; identifies needed modifications to the budget or to City accounting procedures.
- Maintains the integrity of the City's information system; manages the software, security and equipment acquisition and installment and maintenance.
- Monitors cash collection processes and responds to citizens' complaints regarding same.
- Reviews the City's investments portfolio; reviews accounts payable disbursements; and other activities performed by subordinate staff.
- Develops effective working relationships with banks, auditors and insurance companies and other professional organizations for the purpose of coordinating responsive and effective services with regard to the City's financial operations. Attends meetings and conferences as required. Meets with the Mayor and the City Council to discuss the City's financial programs and activities.
- Performs a variety of administrative duties associated with supervising staff to include hiring, assigning and reviewing the work of subordinates, ensuring proper training and professional development, providing direction and guidance and evaluating performance.
- Reviews and approves the transactions for the bi-weekly payroll.
- Provides assistance to City departments and citizens regarding issues and activities of the City's finance department.
- Assists operating departments in developing performance measures.

## DIRECTOR OF FINANCE

### **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.**

#### Technical Knowledge:

- Thorough knowledge of the principles and practices of sound financial management, accounting and bookkeeping.
- Thorough knowledge of the policies, legislation, regulations, practices and procedures pertaining to municipal finance programs and their activities.
- Thorough knowledge of the financial programs of the City, their policies and the relationships between City departments and services and the City's financial programs.
- Considerable knowledge of the principles and practices of planning in public administration and managing a Finance department and its staff.

#### Physical Requirements:

- Ability to operate a variety of office equipment.

#### Language Ability & Interpersonal Communications:

- Ability to develop financial plans, policies and objectives.
- Ability to read, apply and interpret financial information, policies, regulations and statements.
- Ability to deal effectively with all levels of City managers regarding financial programs and transactions.
- Ability to research, prepare and report information regarding financial programs and activities.
- Ability to prepare financial statements, reports, memoranda, letters, budget recommendations and other financial documents. Ability to present financial information to City officials, banks, auditors and other professional parties.
- Ability to read and follow oral and written instructions.
- Ability to plan and supervise the work of others.

#### Environmental Adaptability

- Work is performed in an office environment.

### **ACCEPTABLE TRAINING AND EXPERIENCE**

Bachelor's degree in accounting or a related field; Master's degree preferred. Requires 6 -9 years of progressively responsible experience in financial management to include supervising staff, and developing and implementing financial policies, procedures and programs; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

Additional Requirements: Certification as a Public Accountant (CPA).

*College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

