



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Chief Financial Officer/City Treasurer

Department: Finance	Reports to: Mayor	Pay Grade H19
Date Established: 03/2014	Date Revised: 07/2019	FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Chief Financial Officer/City Treasurer plans, directs, and manages the financial operations of the City in accordance with generally accepted accounting principles and professional standards. As the City's Chief Financial Officer, manages and directs programs and activities of the Finance Division and oversees appropriate internal controls related to citywide financial functions. Directs the City's financial and budget activities to fund operations, maximize investments, and increase efficiency. Develops and executes investment strategy, general debt management, and strategic banking and investment relationships for the City. Directs all major budgeting, accounting, purchasing, and treasury functions for the City. Determines and implements department programs, policies, and processes, and conducts long-term planning in support of the City strategic plan. As an Appointed Officer under general direction from the Mayor and City Council, performs work within policies and administrative regulations with wide latitude for exercise of independent judgment.

With the joint responsibility as City Treasurer, the job manages programs and activities of City treasury operations and the investment portfolio. Duties include responsibility for day-to-day management of treasury operations and ensuring maintenance of sound internal controls over the City's cash and securities assets. Performs cash management analysis and prepares cash flow projections, advises the City's investment advisor(s) on funds available for investment and manages the City's banking relationships. Works with substantial independent authority, managing programs and functions that have a City-wide financial impact, and are subject to review by periodic internal and external audits.

The job manages the Finance Department and Utility Billing Department. This is an appointed position responsible to the Mayor and City Council.

The Chief Financial Officer/City Treasurer requires a Bachelor's Degree in Public Administration, Accounting, or Financial Management and a Master's Degree is preferred; Knowledge of Governmental Accounting Standards is required. A minimum of five years' experience in public administration, municipal finance, or a related field with senior level management and employee supervisory experience is required. Certified Public Accountant and/or Certified Government Financial Manager certification is required.

The job requires attention to detail, the demonstrated ability to conduct detailed financial analysis and prepare periodic financial reports and projections, an attitude of cooperation, and the ability to work harmoniously with all levels of City employees, the general public and other organizations.

The work is conducted in a general office environment with stable temperatures and a moderate level of noise.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Plans, directs, and executes the financial operations of the City, including but not limited to, accounting, treasury, utility billing, payroll administration, accounts receivable and payable, grant management, cash balances, financial reconciliations, financial reporting, internal controls, and external audits.

Ensures the City is compliant in all financial operations and transactions with generally accepted accounting principles and professional standards, including Governmental Accounting Standards.

Supervises operations and employees of the City Finance Department and Utility Billing Department.

Coordinates financial operations of the departments within the City and with outside agencies.

Develops annual City budget, including revenue projections, payroll projections, and department funding requests. Prepares budget recommendation(s) for City Council consideration. Administers public hearing and advertising requirements.

Implements annual budget as approved by City Council. Monitors spending for budget compliance, meeting with department heads as needed to make adjustments. Prepares and presents periodic budget and financial reports, projections, and analysis to Mayor and City Council.

Plans, directs, and participates in annual service level review of City departments.

Performs financial analysis of proposed projects, union contracts, and citizen and/or City Council proposals.

Assesses and implements financial systems. Assigns projects and program areas of responsibility.

Coordinates annual City audit.

Assesses, monitors, and changes, as needed, Department workload, processes, and internal controls.

Coordinates and executes bond debt transactions and reporting. Researches and recommends new debt issuances and debt refinancing.

Directs investment of City, and Police Retirement Pension Plan.

Hires, trains, schedules, and evaluates employees, including disciplinary actions and terminations.

Represents the City to community groups and agencies. Represents the City by serving on committees, professional organizations, and related interest groups.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Current principles and practices of municipal finance, accounting, budgeting, purchasing, internal control and auditing;
- Standards for governmental accounting and generally accepted accounting principles;
- Employee hiring, supervision, training, evaluation, disciplinary, and termination methods, techniques, and objectives;
- Municipal purchasing practices, laws and codes;
- Program analysis and forecasting;
- Pertinent Federal, State, and local laws, codes and regulations;
- Accounting codes and terminology; state and federal accounting statutes and their application to work processes, policies, and requirements;
- Requirements and processing limitations of automated financial information systems;

- Municipal budgeting practices;
- Municipal investment principles and practices;
- Operation of standard office equipment including a personal computer and job-related software applications.

Skill and Ability to:

- Plan, direct, and execute the financial operations of the City, including but not limited to, accounting, treasury, utility billing, payroll administration, accounts receivable and payable, grant management, cash balances, financial reconciliations, financial reporting, internal controls, and external audits;
- Ensure the City is compliant in all financial operations and transactions with generally accepted accounting principles and professional standards, including Governmental Accounting Standards;
- Supervise operations and employees of the City Finance Department and Utility Billing Department;
- Coordinate financial operations of the departments within the City and with outside agencies;
- Develop the annual City budget, including revenue projections, payroll projections, and department funding requests;
- Prepare budget recommendation(s) for City Council consideration;
- Administers public hearing and advertising requirements;
- Implement the annual budget as approved by City Council;
- Monitor spending for budget compliance, meet with department heads as needed to make adjustments;
- Prepare and present periodic budget and financial reports, projections, and analysis to Mayor and City Council;
- Ensure the City is compliant with federal, state, and other applicable regulations and codes governing employee and retiree withholding and tax payments;
- Ensure the City is compliant with all applicable federal and state tax codes;
- Direct the preparation of the City Consolidated Annual Financial Report;
- Work independently and exercise initiative, with general guidance and supervision;
- Demonstrate strong customer service principles including issue resolution;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor’s Degree in Public Administration, Accounting, Financial Management is required and a Master’s Degree is preferred;
- Certified Public Accountant or Certified Government Financial Manager is required;
- Five (5) years’ experience in public administration, municipal finance, or a related field with senior level management and employee supervisory experience is required;

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25pounds. Specific vision abilities required by

this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.