

ITEM G

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 4, 2014 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATED	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	KEVIN L. POKORNY DIRECTOR ADMINISTRATIVE SERVICES

SYNOPSIS

The position description for the Finance Director position has been updated and is attached for your review.

FISCAL IMPACT

The FY 15 General Fund Budget contains funding for the Finance Director position at a salary range of 205.

RECOMMENDATION

Approval.

BACKGROUND

With any job posting, a review and analysis of the job description is conducted to insure an accurate description of the job duties, responsibilities, physical and educational requirements and knowledge, skills and abilities are accurately posted. As a result the job position description has been modified accordingly.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Finance Director
POSITION REPORTS To: Director of Administrative Services
POSITION SUPERVISES: Accounting Clerk, Accountant (PT)

DESCRIPTION:

Under the direction of the Director of Administrative Services, performs advanced accounting tasks and oversees management of the financial affairs of the city. The Finance Director performs duties of the City Treasurer as outlined in sections 31.01 and 31.21 of the La Vista Municipal Code and in the Nebraska Revised Statutes, as the Code and statutes are amended from time to time.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by employees in this position, only a representative summary of the primary duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional position-specific duties. (With or without reasonable accommodation)

1. Plans and directs the fiscal management program of the City including accounting, budget, financial reporting, audit coordination, debt and investment management, fixed assets, payroll and purchasing.
2. Plans, directs, coordinates the Finance Department operations; establishes priorities, coordinates operations and assures program objectives and standards are defined and meet the City goals.
3. Provides leadership, direction and guidance in financial strategies and priorities; recommends financial requirements and goals.
4. Assures integrity of the financial work products, processes and procedures to safeguard the City's assets; monitors accounting documents for accuracy, completeness and compliance with Federal, State and City policies and practices.
5. Directs the City's financial reporting and budgeting functions; monitors analysis of budget and financial variables, revenue cycle and financial planning activities; coordinating financial reporting and development of financial statements.
6. Analyzes financial and resource information on City operations; reviews and monitors status reports and recommends appropriate actions and plan modifications.
7. Directs the activities of the Finance Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
8. Prepares reports and correspondence and other written documentation as necessary or directed.
9. Responds to citizen and city staff inquiries and concerns related to accounting/finance.
10. Serves as a member of the City's management team. Attends and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed.
11. Monitors compliance of contract for Keno Operations and provides report of monthly receipts.
12. Participates in determinations regarding automated financial systems and coordinates related hardware and software acquisitions.
13. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and environmental demands listed here are representative of those that must be met / tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and

arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited four-year college or university with a degree in accounting, finance or related field.
2. Five years of progressively responsible accounting/finance experience including two years in a supervisory position. Experience in public sector finance and/or experience as a Finance Director is preferred. CPA or CPFO credential is desirable but not required.
3. Must be bondable to the amount required by state statute or city policy, which ever is greater.
4. The city may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of the principles, methods and practices of municipal accounting and budgeting, financial analysis and reporting, internal controls and budgeting procedures, cash management, investments and various laws affecting public accounting and budgeting.
2. Knowledge of the principles and practices of administrative management, including personnel rules, budgeting, procurement, contract management and employee supervision.
3. Legal, ethical and professional rules of conduct for municipal finance officers.
4. Ability to analyze and interpret financial documents and trends and review financial reports.
5. Ability to review interrelated financial and technical records, and identifying and reconciling errors.
6. The ability to evaluate programs, policies and operational needs.
7. Ability to use initiative and independent judgment within established procedural guidelines.
8. Must be familiar with and able to use computerized accounting software and financial spreadsheet software applications.
9. Ability to communicate effectively both orally and in writing.
10. Ability to meet critical time deadlines.
11. Ability to assess and prioritize multiple tasks, projects and demands.
12. Ability to maintain confidentiality.
13. Ability to work a varying schedule, including nights and weekends.
14. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
15. Ability to maintain regular and dependable attendance on the job.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

Disclaimer

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

Signature

Date