

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Director of Finance</b>	Department:	Financial Services
Requisition Number:	2018153		
Hours:	8:00 a.m. – 5:00 p.m.	Rate of Pay:	\$72,909.39 - \$84,000.00 Annually
Date Posted Up:	5-30-18	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Deputy Director – Business Services, the incumbent manages the City Utilities Accounting department, producing accurate and appropriate financial information on a timely basis. Incumbent accomplishes this principally through efficient use of technology (general ledger, Microsoft products and other software) and high performance team leadership. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Responsible for the financial integrity of the general ledger; accuracy, flexibility, conformance with Government Accounting Principles and Standards;
- Serves as a Super User of the Customer Information System (billing system);
- Participates in recruitment and hiring; Schedules, assigns, monitors, and evaluates work of staff;
- Provides for and conducts staff development, establishes work methods and standards, and initiates corrective action;
- Ensures standard operating procedures, cross training, and continuity of operations plans are in place for each accounting department position;
- Maintains employee development plans for departmental staff;
- Identifies and modifies operational policies and procedures;
- Works with auditors on pre-audit and post-audit needs and requirements;
- Ensures compliance with organizational policies and procedures;
- Coordinates updates to the financial system, as well as related employee training and controls;
- Ensures quarterly financial reports are distributed to Director of City Utilities and Deputy Director – Business Services in a timely manner;
- Maintains financial security by establishing and managing internal controls;
- Oversees the preparation and analysis of monthly financial statements (CF, IS, BS);
- Assembles, analyzes, and distributes executive financial package on a timely basis;
- Directs the preparation or assembly of regulatory or tax filings (financial components);
- Manages cash and cash accounting activities:
  - Accounts payable/disbursements;
  - General billing/cash sales/accounts receivables;
  - Investments & benchmark tracking – tracks, identifies, and researches current investments; Assists in developing short and long-term investment strategies as per advisement and direction from the Investment Committee;
  - Banking relationships;

- Manages Fixed Assets accounting policy, procedures, and daily activity;
- Provides auditors and consultants with all data requirements for rate setting, bond package, or annual audit;
- Prepares 12 month rolling average cash flow projections and five year financial plan;
- Guides staff through the annual budget setting process;
- Oversees preparation and management of the monthly budget and revenue variance analysis process;
- Works throughout the organization to simplify or improve accounting transactions/processes;
- Sets burden rates;
- Assists the Deputy Director – Business Services in the implementation of strategic initiatives and GFOA Best Management Practices;
- Provides reports to the Deputy Director – Business Services in ratemaking and bonding activities.

### **MARGINAL FUNCTIONS**

Performs other duties as required.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES:**

Manages five non-supervisory employees in Financial Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in accounting, finance or other core business major; CPA strongly preferred;
- 5 years general accounting experience including 2 years supervisory experience or 3 years CPA experience;
- Proficiency in Microsoft Office Suite products, and Crystal Reports;
- Project management skills;
- Familiarity with performance management techniques / practices.

### **LANGUAGE SKILLS**

Contacts occur throughout the work with coworkers, other departments the general public and financial officials in order to give or solicit information, explain procedures, interpret departmental policy, coordinate activities, and monitor financial entities such as investments, bonds, trust agreements, etc.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

The incumbent is expected to work with generally accepted but not always clearly applicable guidelines with a wide variety of complicated general accounting procedures. Incumbent's tasks are of substantial intricacy involving variables or considerations with inter-relationships in accounting techniques. Incumbent uses considerable judgment in the interpretation and application of general accounting standards and precedents.

The incumbent makes substantial contributions involving non-routine decisions and recommendations while performing assigned duties. The general objectives and boundaries are indicated. Problems encountered during work causing questions about objectives and boundaries are discussed. Decisions and recommendations are reviewed for attainment of objectives and compliance with Utility policies.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana driver's license if City vehicle is used;
- CPA preferred.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.