

FINANCE DIRECTOR

CLASS DESCRIPTION

General Responsibilities:

This is highly responsible managerial and professional work in directing the operations, programs, and staff of the City's Finance Department. The Finance Department is functionally responsible for City-wide financial management services to include general accounting, fiscal management, budgeting, internal audit, risk management, financial services (e.g., managing the assets and liabilities of various City funds, providing financial advisory service to enterprise operations, etc.), purchasing, payroll, financial analysis of economic development proposals, and debt management. This position also serves as the City Comptroller as defined in Wisconsin State Statute 62.09(10). This work characteristically involves highly complex financial analysis and consultation at the policy level. Work is performed under the direction of the Mayor.

Examples of Duties and Responsibilities:

Manage the staff, programs, and functions of the Finance Department. Plan and direct overall departmental activities. Develop and implement City accounting, budgetary, financial management, and related City administration systems and programs. Review program results with staff for compliance with objectives and approve detailed financial statements and reports. Keep abreast of changes in technology affecting financial reporting/accounting systems and recommend improvements or updates. Hire, train, assign, motivate, evaluate and discipline a diverse staff both directly and through subordinate supervisors.

Provide financial management services relative to the City's numerous funds. Manage the assets and liabilities of these funds. Provide financial advisory and analytic services for the City's enterprise operations and special funds. Review budgets and financial statements to identify problems and recommend remedies. Review long-range financial projections and cash forecasts. Review financial status of each fund and establish goals.

Direct the City's budgetary process. Oversee budget reviews and studies. Provide policy-level support to the Mayor's Office, Board of Estimates and Common Council in the development, analysis, and implementation of the City budget.

Provide high level economic development financial services. Develop methods and procedures for performing financial reviews of economic development projects. Prepare financial feasibility studies for T.I.F. projects and develop detailed financial plans. Prepare documents to support debts. Review low-cost loans and other financial assistance programs. Review proposed Industrial Revenue Bond issues and report findings to Common Council.

Direct the City's audit program by identifying priorities and policy considerations. Establish audit objectives and oversee implementation through a subordinate supervisor. Review audit results. Maintain liaison with and support department heads, the Mayor's Office, and Board of Estimates relative to audit functions.

Provide managerial review and policy-level decisions regarding the City's Risk Management program. Approve insurance policies for City-wide coverage. Review and recommend annual budget for Risk Management, including amounts for premiums, Worker's Compensation, safety programs and self-insurance retentions. Review and approve changes in policies and procedures affecting risk activities.

Provide debt management services. Review the annual borrowing requirements for the City of Madison and prepare long-term debt policies. Manage the City's debt service costs. Prepare documentation and Official Statement for City borrowing (and solicit bids accordingly).

Oversee the City's purchasing program and staff through a subordinate supervisor. Provide policy-level direction and oversight to purchasing activities and functions through the establishment of adequate procedures, and through the identification and resolution of programmatic problems.

Provide high-level consultation to the Mayor and Common Council, and on financial management issues. Prepare complex financial analysis and reports. Oversee the staffing of the Board of Estimates.

Administer the Finance Department including approving payrolls, overseeing budget preparation and monitoring, functioning as Appointment Authority and performing other necessary administrative and supervisory tasks.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of professional accounting theory, principles, and practices to include generally accepted accounting principles and practice applicable to municipal financial operations, and relevant computerized financial information systems. Thorough knowledge of various accounting systems and their applicability to municipal financial operations. Thorough knowledge of public administration principles. Thorough knowledge of budgetary principles and procedures. Thorough knowledge of City, state and federal fiscal regulations and controls. Thorough knowledge of professional auditing procedures and practices. Thorough knowledge of various financial analytic techniques, including those related to municipal economic development and debt service management. Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Ability to plan and manage the functions and staff of a centralized multi-program financial service organization. Ability to organize, direct, coordinate, evaluate and control the activities of clerical, technical and professional employees. Ability to provide policy-level consultation on City financial management matters. Ability to perform complex and judgmental financial analysis, and to review and approve financial statements and reports. Ability to work with a high degree of independence. Ability to plan, direct and supervise the

work of assigned personnel. Ability to establish and maintain effective working and public relationships with staff, City officials, the press and the public. Ability to effectively develop and communicate technical recommendations to Boards, Commissions, elected officials, other governmental officials and the public. Ability to communicate effectively in both oral and written forms. Ability to attend meetings and other functions during the evening and/or on weekends. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Five years of varied supervisory/managerial experience in the field of governmental accounting, budgeting, or financial administration, including or supplemented by broad-based financial management responsibilities in most of the following areas: accounting, budgeting, economic development financial analysis, debt administration, and audit functions. Such experience would typically be gained after graduation from an accredited college or university with a Bachelor’s degree in Accounting, Finance, or a degree in a closely related field and completion of accounting major coursework. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

The incumbent of this position will be expected to attend frequent Common Council and Board of Estimates meetings as well as other public meetings as required. Such meetings generally take place outside the regular work day during evening hours.

Department/Division	Comp. Group	Range
Finance Department	21	23

Approved:

 Brad Wirtz
 Human Resources Director

Date