

CITY OF HELENA



Position Title: Finance Director

Department: Finance

Division: Administration

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

This position is a member of the Executive Team and responsible for the long-range financial and budget planning of the City of Helena. The work performed by this position involves administration of financial affairs of the city government in accordance with the law. The position shall have oversight and control in all matters pertaining to the interpretation and implementation of generally accepted accounting principles, issuance of debt, and the financial recording and reporting of the city, its boards, agencies, departments, and funds including general, proprietary, fiduciary and other government funds.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

20% Department Management and Administration

This position leads the following organizational functions: Budget, accounting, investments, debt service, utility billing and customer service, business & other miscellaneous licensing, grants administration, city-wide procurement, information technology special projects, city-wide revenue analysis, calculation, billing and forecasting including fees, charges for services, mill levies, and special assessments.

This position is responsible for successfully developing and evaluating goals and performance metrics for the finance division; establishing and evaluating policies and procedures; evaluating the efficiency and effectiveness of service delivery; identifying and implementing continuous improvement efforts to achieve exemplary financial management; and evaluating and leading the integration of applications that automate functions to improve service delivery.

Additionally, the position is responsible for recruiting and leading staff; evaluating workloads and assigning responsibilities; providing and coordinating staff training and professional development; implementing and assisting supervisors with performance improvement plans, discipline and termination recommendations.

May represent the City's interest on or with various committees, boards groups as appointed, assigned and/or approved by the City Manager. Provides financial analysis and recommendations to support decision making.

30% Finance, Budget and Revenue Administration

The incumbent supports the City's strategic initiatives through deliberate budget management, financial planning, analysis and reporting, long-term revenue and expenditure forecasting and monitoring fiscal health.

Analyzes financial data to prepare periodic financial reports to make recommendations to the City Manager, Commission and Department Heads demonstrating the financial condition of various funds of the city and other information as needed; provides direction and executes financial research on special projects and preparation of reports; coordinates fee schedules and rate resolutions for the Commission; establishes financial operational strategies by analyzing trends, establishing critical performance metrics, quality and customer service strategies, designing systems, accumulating resources, resolving problems and implementing changes.

This position supports the City Manager's Office in financial management strategies and operations including analysis of legislative proposals or actions, funding recommendations for the City's capital improvement plan, economic development initiatives, and interlocal agreements; development or approval of key business models; analyzes and recommends investment strategies for excess funds in permitted investments; periodically reports to the City Manager and Commission on the City's borrowing capacity, debt service schedules, term changes and

other related debt service details; oversees and ensures the coordination, preparation and presentation of the City's budget and Capital Improvement Plan under the direction of the City Manager; ensures preparation and reporting of financial performance information as needed for departments.

Analyzes and prepares long term revenue forecasts for general revenues and assists Department Heads with department or division specific revenue forecasts and trend analysis. Keeps detailed records on historical revenues. Uses long term forecasts to estimate general revenues including taxes, assessments, investment, and other miscellaneous revenues. Analyzes fee and charge changes and assists departments with cost/benefit and service cost recovery proposals. Responsible for assuring that fee and charge increases are in compliance with appropriate laws, rules, codes, regulations, policies, and procedures.

Analyzes and recommends best practices in budget policies and procedures to include cost allocation methodologies, reserve policies, performance metrics and budget presentation.

Actively collaborates with stakeholders in the community regarding city budgeting and public engagement.

30% Accounting, investing and debt service

The incumbent is responsible for designing, establishing and maintaining effective accounting systems and sound policies and procedures for complex accounting of financial transactions and reporting, payroll, operating and capital budgeting, project accounting, and internal controls in accordance with generally accepted accounting principles, government accounting standards, and state and federal laws. The position oversees the recording and recognition of revenues, expenditures and expenses, and all other accounting transactions ensuring records accurately reflect the value of the assets, liabilities, revenues, expenditures and expenses of the city and its funds in compliance with GAAP and GASB.

The incumbent is responsible for overseeing debt service financing as needed to support City operations and capital investments; Oversees the sale, issuance, recording and payments of debt; Coordinates the activities of outside professionals including bond counsel, underwriters, and financial advisors; Ensures appropriate debt service reserves, budgets and payments are recorded; Ensures arbitrage requirements and reporting obligations are met; Monitors the City's debt capacity and debt defeasance potential. Executes authority to take all actions necessary for the collection of debts owed to the city consistent with City Code and State Law. Ensures that all debt service covenants and annual debt service disclosures are adhered to.

The incumbent is integral in collaborating with the City Controller to ensure the annual audit and comprehensive financial statements are coordinated and prepared to ensure receipt of GFOA's Certificate of Achievement in Financial Reporting. This includes but is not limited to executing highly technical accounting standards to record and review year-end accounting transactions, preparing audit workpapers, responding to audit requests and preparing financial statements, management discussion and analysis, and notes to the financials. Must be able to interpret and implement complex Government Accounting Standards in a proactive manner.

5% Grant Administration

The incumbent is responsible for overseeing the coordination, financial reporting, accounting and monitoring for all city grants; ensures that finance acts as a principal resource and contact for departments regarding fiscal compliance with grant contracts, GAAP, OMB circulars and other state agency regulations. Establishes and evaluates city grant administration policies and procedures. Ensures centralized grant accounting includes collection of financial information, tracking of expenses and revenue, and tracking grant closing procedures appropriate to fiscal compliance measures. Ensures budget adjustments are recorded to reflect the receipt of grant funds and recording of grant expenditures.

5% Procurement

The incumbent is responsible for overseeing centralized professional procurement practices for the City. Plans, organizes, directs and controls the City's procurement support functions including purchasing and contract administration. Ensures procurement policies, practices and methods follow established objectives, laws, risk management and good business practices that meet the highest of ethical standards in government procurement. Oversees the coordination and training of procurement methods to all city departments. Coordinates with Legal

Department concerning local, state, and federal laws and policies pertaining to procurement and insurance requirements; establishes related procedures, forms, language for specific contract requirements, and other requirements for inclusion in competitive solicitations.

10% Utility billing and customer service; Licensing

The incumbent is responsible for overseeing the City's utility billing, utility customer service and licensing division. Establishes and evaluates policies and procedures as they relate to cash handling, utility billing, collection, customer relations, and account adjustments. Ensures timely and accurate creation, collection and posting of utility bills, final account calculations are processed within deadlines, accounts are monitored for delinquency & disconnection management, rate increases, seasonal rates, sewer calculations and budget billing changes are all implemented accurately and timely, and excellent customer service. Establishes and evaluates policies and procedures as they relate to business licenses, animal licensing and other miscellaneous licensing within the city limits. Ensures work quality, accuracy and performance metrics are being met.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Effective leadership skills including communication, decision making, strategic thinking, team development, adaptability, and emotional intelligence.
- Effective public speaking and presentation to a governing body on financial and budgeting matters
- Ability to interact effectively with public service groups, legislative bodies, and the general public.
- Sound Fiscal Management: Knowledge of principles and practices of public sector accounting, auditing, budgeting, internal controls, and financial reporting standards
- Understanding of current and emerging federal and state laws, policies, regulations, methods and procedures regarding governmental accounting, budgeting and purchasing principles, theories and concepts
- Generally Accepted Accounting Principles and Government Accounting Standards
- Effective in implementing process improvements in line with industry best practices
- Strategic long-range revenue and expenditure forecasting that promotes fiscal sustainability
- Cost of service, and cash flow analysis and projection
- Financial and strategic planning
- Technology and innovation
- Municipal government budget coordination and development
- Employee development and engagement
- Municipal debt issuance, financing, management, and reporting
- Implementation and administration of Enterprise Resource Planning systems

Skill or ability to:

- Ability to inspire, persuade, engage, speak straightforwardly about complex financial issues, make tough decisions and take difficult actions
- Build alliances and collaborate across boundaries to create strategic relationships. Inspire action without relying solely on authority. Perceive the complexity of situations quickly.
- Display balanced thinking and combines analysis, wisdom, experience and perspective; produce data-driven decision that withstand the "test of time".
- Build a talented, effective team: Hire, mentor, develop, retain and manage diverse staff. Assemble and reinforce a cohesive, dedicated, highly effective inter-disciplinary team. Ability to lead a team through change processes.
- Read, interpret, and apply a wide variety of technical information, including but not limited to local, state and federal statutes.
- Streamline and remove processes that do not bring value. Measure success based on data and results. Set high standards of performance, using accountability measures and benchmarks to tract progress.
- Provide vision and leadership to develop, implement and monitor operating and capital budgets to ensure the ensure the effective, creative, and flexible use of available resources to achieve the City's goals.
- Anticipate trends in the local and nation-wide economic environment; provide accurate financial analysis

and effective direction and management of assets based on emerging and changing information.

Physical Demands:

The position requires the ability to perform sedentary physical work with the ability to lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. The position must have the ability to perform body movements applicable to records management and an office environment.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a Bachelor's Degree in Business Administration, Finance or related field with an emphasis in accounting from an accredited college or university. A master's degree in a related area is preferred

The position requires a minimum of six years of progressively responsible experience with emphasis on public administration, government finance and budgeting and a minimum of four years management and supervisory experience. Must be familiar with Enterprise Resource Planning Software.

Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Possession of certification as a Certified Public Accountant and/or Certified Public Finance Officer or ability to obtain within one year of hire.

Supervision Received:

Supervised by the City Manager

Supervision Exercised:

Exercises direct and delegated supervision over management, supervisory, professional, technical and clerical staff in the finance division. Approximately 12 employees.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO

Employee's Signature: _____

Date: _____