

**FINANCE DIRECTOR
PORT ARTHUR, TEXAS**

DEFINITION

To plan, organize and direct the activities of the Finance Department including accounting, tax, purchasing, cash management, and central cashiering functions; to supervise Department staff; to coordinate activities with other departments' and to provide highly complex staff assistance to the Assistant City Manager, City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from an Assistant City Manager.

Exercises direct and indirect supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES -

Essential and other important duties and responsibilities may include, but are not limited to, the following:

Develop, plan, implement and administer Department goals and objectives as well as policies and procedures necessary to provide financial services; approve new or modified programs, systems, policies and procedures.

Direct the development and administration of the Department's budget; direct monitor and approve expenditures; make mid-year corrections.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Recommend appointment of, train, motivate and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee termination's; approve time cards and expense reports.

Participate in planning, directing and reviewing of financial activities of the City including budget planning, financial policy determination, economic forecasting, financial reporting, audit compliance, and cash management and investments.

Prepare financial and administrative reports and resolutions for presentation to the City Council.

OTHER IMPORTANT RESPONSIBILITIES AND DUTIES:

Represent the City before citizens and elected officials on financial and administrative matters of the City. Direct the implementation and control of the City's annual operating and capital budgets.

Review and evaluate administrative and financial internal control systems and procedures of the Department and the City.

Assist in the preparation of the annual operating and capital improvement budget; forecast City revenues, expenditures and year-end balances, Provide financial management support and assistance to City departments.

Direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the City Manager and City Council.

Coordinate the annual independent audit of the City's financial records as required by law.

Meet and confer with bankers, financial advisors, and legal counsel on matters related to the planning and management of City funds.

Oversee the management of the City's Fireman's Relief and Retirement Fund. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern and highly complex principles and practices of financial administration. particularly in the areas of accounting, budgeting, and cash management.

Principles of personnel administration, supervision and training. Modern office practices. procedures, methods, and equipment. Laws regulating the financial administration of City government. Budget preparation, program analyses, and revenue forecasting.

Applicable purchasing laws, rules, regulations, policies and procedures. Advanced methods and practices of accounting and financial reporting. Ability to:

Develop and install sound accounting and related financial systems and procedures. Communicate effectively, both orally and in writing.

Prepare and analyze complex financial statements, reports, analyses, and correspondence. Interpret applicable laws, rules, and regulations.

Select, supervise, train and evaluate professional, technical and clerical staff.

Maintain effective working relationships with members of the financial and business communities, staff, committee members, public officials, and the general public.

Experience and Training Guidelines:

Any Combination of experience and training that would likely provide the required knowledge and abilities is qualifying ng. A typical way would be:

Experience:

Ten years of increasingly responsible experience in accounting and financial work including significant administrative and personnel management responsibilities.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or related field. A Master's degree or CPA certificate is desirable.

Send resumes electronically to: Jerry Bailey at mercerty@sbcglobal.net by March 31, 2017.

PLEASE DO NOT APPLY UNLESS YOU MEET THE MINIMUM QUALIFICATIONS, INCLUDING GOVERNMENTAL FINANCIAL EXPERIENCE.