



City of Casa Grande

**Finance Director**

**GENERAL PURPOSE:** Under administrative direction, performs complex management and technical duties as the Chief Fiscal Officer and City Treasurer, with responsibility for directing the City's financial and technology information systems.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides leadership, direction and guidance in financial and technical strategies and priorities, and technology systems technical strategies and priorities; evaluates City needs, and determines financial resource requirements and goals.
- Assures the 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.
- Plans, manages, and applies financial, human and capital resources to accomplish assigned responsibilities in accordance with all laws and regulations; implements organizational, departmental and workgroup goals and objectives.
- Directs the City's financial reporting and budgeting functions; monitors analysis of budget and financial variables, revenue cycle and financial planning activities; coordinates financial reporting and development of financial statements.
- Analyzes financial and resource information on City operations; reviews and monitors status reports, and recommends appropriate actions and plan modifications.
- Directs the daily 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; monitors operations to identify and resolve problems.
- Assures effective communications with City executive management; interprets and explains Federal, state and county fiscal rules and regulations; evaluates and analyzes policies and procedures, and recommends solutions.
- Serves as the principal advisor to the City on Information Technology programs; develops and directs Information Technology strategies to meet City goals and objectives; interprets user concerns, defines desired results, develops solutions, and recommends direction of new technology strategies; determines scope and priorities of projects, and directs activities required to achieve defined goals.
- Through subordinate personnel, monitors computer environment, access, security, functionality and utilization, and assures that the City computer systems software and hardware remain reliable and secure.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Professional, technical and administrative staff.

**JOB DESCRIPTION**  
**FinanceDirector.doc**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's Degree in finance or accounting, and seven year's experience in governmental finance and information technology; Master's Degree preferred.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management.
- Knowledge of the legal, ethical and professional rules of conduct for finance officers.
- Knowledge of principles and capabilities of networked computer environments.
- Knowledge of project management principles and techniques.
- Knowledge of City organization, operations, policies and procedures.
  
- Skill in reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in analyzing information systems issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in analyzing and interpreting financial documents, and preparing complex financial reports.
- Skill in analyzing and evaluating business requirements and new computer system methods, applications, procedures and techniques.
- Skill in monitoring computer database and operating system performance, and developing a strategic Information Technology management plan for the organization.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in effective communication, both verbal and written.

**Special Requirements:** None.

**Physical Demands / Work Environment:** Standard office environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*