

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for the direction, operation, and administration of various activities within the Finance Department and may perform the charter duties of City Clerk and City Treasurer as required; and performs other related required duties.

ESSENTIAL TASKS:

- Directs, plans, coordinates, and develops policies concerning the activities of the Finance Department including accounting, budgeting, treasury, utility billing, and finance and revenue activities
- Directs and supervises all purchasing activities for the City and reviews centralized procurement contracting recommendations
- Presents financial information to City Council and various Authorities and Boards
- Supervises the preparation and administration of the annual Budget and Capital Plan for the City
- Supervises the preparation and administration of the Annual Comprehensive Financial Report (ACFR) and other financial reports for the City and various authorities
- Supervises the preparation and administration of capital plans and programs
- Directs and supervises the City's investment program
- Organizes and directs operations such as receiving and depositing City revenue and issuing of City licenses and permits
- Monitors the City's financial position and economic conditions, and supervises the preparation of financial forecasts and models
- Oversees debt administration and debt issuance
- Directs and supervises the activities of accounts payable and receivable and payroll
- Develops methods, procedures, and guidelines for financial accounting of federal and other grants
- Recommends additions to and changes in ordinances and regulations governing financial policies and the collection of City revenue
- Prepares comprehensive budgetary and financial reports
- Investigates and resolves complaints from the public
- Serves as a member of various committees
- Makes recommendations on budgetary and financial matters
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following option or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

1. (a) Graduation from an accredited college or university with a bachelor's degree in business administration, accounting, finance, economics, management, public administration, or a related field; **and,**
(b) Eleven (11) years of progressively responsible experience in governmental budgeting, financial administration, management, capital planning, or accounting

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of modern principles and practices in municipal finance administration with particular reference to budgeting, accounting, revenue collection, governmental accounting, finance, and public administration
- Considerable knowledge of modern purchasing practices and procedures
- Considerable knowledge of the functions, organization, staffing, and operating procedures of municipal government

- Considerable knowledge of the Charter provisions, ordinances, and state laws governing the financial administration of the City government and public trusts

Ability to:

- Ability to develop and maintain approved systems of accounting
- Ability to plan, layout, assign, supervise, and review work of professional, technical, and clerical subordinates
- Ability to develop and present clearly, verbally and in writing, reports, financial statements, and budgeting recommendations
- Ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to five pounds, with occasional lifting and carrying up to 10 pounds; occasional pushing and pulling up to five pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- Possession of a valid Oklahoma Class "D" Driver License
- Master of Business Administration (MBA), Certified Public Accountant (CPA), or Certified Public Finance Officer (CPFO) preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-01

Group: Fiscal

Series: Financial Management