



Town of Oro Valley Classification Description

Title: **FINANCE DIRECTOR/CFO**
Job Code: 1410
FLSA Status: Exempt

Department: Finance
Salary Grade: 130

POSITION SUMMARY:

Under administrative direction, responsible for the administration, supervision, management oversight and coordination of financial operations including accounting, budgeting, forecasting, payroll, audit coordination and purchasing.

ESSENTIAL JOB FUNCTIONS:

- A. Plans, directs, reviews and manages department activities encompassing a wide range of internal support services, including the Town's operating budget, capital improvement program, financial accounting and reporting, revenue collection, payroll, and procurement. Assists with financial analysis for employee benefits and wellness.
- B. Provides highly responsible and complex administrative support to Town management.
- C. Assures department compliance with and enforcement of applicable federal, state and local laws, ordinances and codes.
- D. Supervises, motivates, and provides direction and guidance to assigned staff.
- E. Oversees preparation and administration of department budgets.
- F. Performs administrative functions on behalf of the Town's self-insured medical and prescription plan and complies with the Town's HIPAA Privacy Policies and Procedures, especially as it pertains to use and disclosure of Protected Health Information.
- G. Ensures department goals and objectives align with adopted Strategic Plan.
- H. Ensures the delivery of exceptional customer service.
- I. Possesses a solid background in all aspects of municipal finance, coupled with a general understanding of all Town operations.
- J. Establishes and maintains direction and regulation over revenues and expenditures in Town departments, divisions and services in accordance with accounting, auditing, reporting and managing practices.
- K. Interprets and enforces financial policies and procedures.
- L. Monitors business transactions/operations for compliance with laws, regulations, contracts and grant agreements relating to accounting and financial reporting.
- M. Coordinates and oversees development of Town budget including independent financial and cost analysis.
- N. Prepares reports of financial conditions and results of operations for Town agencies.
- O. Prepares reports comparing actual budget results to adopted budgets.
- P. Plans and organizes the Finance Department's accounting activities including financial statement preparation and coordination of annual audits.
- Q. Identifies, analyzes and implements financial planning to maximize financial resources.

- R. Interviews prospective employees, hires and/or recommends hiring.
- S. Assigns, tracks and reviews work assignments and progress.
- T. Reviews and approves the formal performance evaluation of assigned department staff.
- U. Approves sick and vacation leave of assigned staff.
- V. Develops and implements disciplinary actions for assigned staff.
- W. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and federal statutes, ordinances, codes, rules and regulations governing public finance and accounting.
- Knowledge of management and/or supervision principles.
- Knowledge of bookkeeping and/or accounting principles.
- Knowledge of strategic planning and budgeting principles.
- Knowledge of personal computer hardware and software.
- Skill in interpreting and applying relevant Town, state and Federal statutes, ordinances, codes, rules and regulations governing public finance and accounting.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Skill in ensuring accuracy of all work performed.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Finance, Accounting, Business Administration or related field.
- Seven (7) years' experience in public finance administration, accounting or banking including three (3) years at a managerial level; **OR** an equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

- CPA Licensure or master's degree preferred

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.