



**CITY OF SHREVEPORT
CLASS SPECIFICATION**

**DIRECTOR OF FINANCE
APPOINTED**

Class Status: Unclassified

Date Originated: April 15, 2015

Department: Finance

Date Revision:

Job Code: 000831

FSLA: Exempt

POSITION SUMMARY: The Director of Finance reports to and serves at the pleasure of the Mayor. The Director of Finance is responsible for overseeing systems and procedures for centralized accounting, purchasing, revenue collection, health insurance, and risk management. The annual Finance Department budget is over \$3 million and represents more than 50 full time employees. The City's annual budget is over \$450 million with more than 2,700 employees.

The director of finance is responsible for maximizing the return on financial assets by establishing financial policies, procedures, and controls. The Director of Finance supervises management of the City's short-term cash portfolio. This position ensures legal and regulatory compliance for all accounting and financial reporting functions. The director of finance also oversees cost and general accounting, accounts receivable/collection and payroll and risk management, provides support for three pension funds, and is in charge of all record management services.

This position requires a constant, high level of interaction with staff, internal and external clients, elected officials and contract service providers. The Director of Finance also serves on pertinent City boards, and is expected to attend City Council meetings and department head meetings. They are responsible for personnel decisions such as selection, training and discipline within the Finance Department. The Director of Finance reports to and has work reviewed by the Chief Administrative Officer.

ESSENTIAL FUNCTIONS:

1. Guides financial decisions by establishing, monitoring and enforcing policies and procedures.
2. Protects assets by establishing, monitoring and enforcing internal controls.
3. Limits risk on cash by minimizing cash balances, while maximizing return on investments with minimal risk of loss.
4. Provides status of financial condition of the company by collecting, interpreting and reporting key financial data.
5. Ensures compliance with federal, state and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises management of actions and potential risks. Arranges for audits as required and appropriate.
7. Manages budget and controls expenses effectively.
8. Hires, trains, develops and appraises staff effectively. Takes corrective action as necessary on a timely basis and in accordance with company policy. Consults with Human Resources as appropriate.
9. Keeps up-to-date on information and technology affecting functional area(s) to increase innovation and ensure compliance. This position is directly responsible for leading managers of the division and indirectly responsible for all employees within the division.

MINIMUM QUALIFICATIONS:

EDUCATION:

Bachelor's degree or Master's degree with seven to ten years of experience in management, public administration, or finance. Candidate must possess a minimum of five years management experience.

EXPERIENCE:

Preferred experience will include at least five years as director or division manager of a finance management function of similar size and content.

CERTIFICATIONS:

Professional certification is preferred.

KNOWLEDGE:

Extensive knowledge in financial management, strategic planning, and business acumen. Considerable knowledge of technical capacity and performance management. Must practice Ethical Conduct.

Must possess a valid Driver's License upon appointment

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Works under pressure due to multiple calls, inquiries, and conflict. Position is subject to many interruptions and unpredictable situations. May be subject to long irregular work hours.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear and sit for a prolonged periods of time. The employee is required to frequently talk; use hands to finger, handle or feel; and reach with hands and arms.

TRAVEL:

Travel is primarily local during the business day, although out-of-the-area and overnight travel will be expected.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The City of Shreveport is an EEOC Employer