

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Division Director - Finance	Job Code: 1114
Date: March 26, 2018	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional management work responsible to direct the Finance Division of the Administrative Services Department and function as the City Treasurer.

CLASSIFICATION STANDARDS: The single position allocated to this classification is under the very general direction of the Director of Administrative Services and effectively, efficiently, and professionally manages City-wide financial programs and Treasurer functions.

ESSENTIAL DUTIES: Direct Finance Division operations; establish and implement procedures to comply with applicable laws, rules, regulations, and policy guidelines; oversee preparation and maintenance of City-wide financial records and statements; conduct internal audits; advise department heads and City administration in cash and fiscal management areas; provide technical consulting on various financial issues within the division, the City, and outside agencies, including municipal bonding for construction projects and other improvements; ensure adherence to proper debt management principles; oversee the division's financial management functions and transactions including general accounting, accounts payable/receivable, central billing, and inventory control; prepare and oversee City-wide purchasing policies and procedures; supervise collection and disposition of all City revenues including taxes, assessments, fines, forfeitures, service charges, business licenses, and other fees; ensure sound cash management and handling principles are followed; provide for the investment of idle cash; disburse City funds; maintain accurate and detailed accounting of all transactions, receipts, disbursements, and other matters within the Treasurer's charge; maintain legally required balances in sinking fund accounts and special improvement district guarantee fund accounts; record the bond of the City recorder as required by Utah Code, as amended; execute all checks of the City consistent with state law; perform other Treasurer matters prescribed by state law.

Supervise, plan, and coordinate the work of assigned personnel; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline or rewards as needed; make staffing decisions within the division including hiring, firing, and training; prepare the division budget and monitor and approve division purchase orders and expenditures; may assist Director of Administrative Services with administrative functions; conduct complex research on a variety of ad-hoc assignments; maintain the City's property/casualty insurance programs, including ensuring proper coverages and negotiating renewal rates; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Public or Business Administration, Finance, Accounting, or related field and five (5) years of comprehensive professional experience in public finance, accounting, business or public management, or closely related field **OR** an equivalent combination of job-related education and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. MPA or MBA preferred.

License(s)/Certificate(s): A valid, lawful driver's license is required. CPA desired.

SELECTION FACTORS: *Knowledge of:* related laws, codes, rules, and regulations as established by both the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB); modern budget management and financial analysis theories and practices; functions and duties of City Treasurer as required by state code; technical accounting methods, forms, and techniques; modern supervisory and managerial practices; research methodology; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* preparing clear, concise, and informative reports and presentations; organizing assigned work and developing effective work methods, including directing the work of others; detecting and analyzing financial internal control issues and formulating effective solutions; practicing trust-building behaviors. *Ability to:* plan, organize, and direct a major staff function; analyze effectiveness of various accounting, budgeting, and financial reporting software; analyze and interpret a wide variety of financial management reports, programs, and data; quickly and accurately perform work; communicate effectively both verbally and in writing; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; evaluate programs and procedures and exercise independent judgement in making determinations; develop and maintain effective working relationships with the public, coworkers, and other departments.

TOOLS AND EQUIPMENT USED: Computer, telephone, basic office machines/equipment, vehicle, basic software and word processing programs, various software programs specific to budgeting and/or accounting functions.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods while maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work is inside with little or no occupational hazards. May include exposure to high stress circumstances, including the meeting of strict deadlines and contact with individuals in potentially difficult situations.



 Department Director

3/22/2018
 Date



 Mayor/Chief Administrative Officer

3/26/2018
 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.