

Director of Finance – The City of Bryant is accepting applications for the **Director of Finance**. Starting annual salary \$58,839.15 plus, commensurate with experience. Great benefits package included! Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., January 26, 2014 or until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts the City's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential. These include, but are not limited to: attendance, getting along and communicating well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible or as required by applicable law

GENERAL DESCRIPTION OF POSITION

Plans and directs the development, implementation, and monitoring of City's financial planning and accounting operations for all City funds; provides information and guidance to Mayor, Council members, City Department personnel, and state agencies by performing the duties described herein, either personally or through subordinate personnel. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees and directs treasury, budgeting, audit preparation, tax reporting, accounting, purchasing, insurance, and long-range financial forecasting and planning. Directs, oversees, monitors procedure for the issuance of all bonds, including compliance with statutory restrictions and proper recordkeeping; interacts as necessary with Bond Counsel in preparation of documents required for the issuance of bonds.
2. Directs the System Operator in developing and implementing procedures and computer application systems necessary to maintain proper records and to maintain adequate accounting controls and services.
3. Maintains sound accounting principles in compliance with state statutes. Works with City Attorney/Legal Advisor in preparing resolutions and ordinances pertaining to or affecting financial matters. Ensures financial compliance with applicable federal, state and local laws.
4. Oversees and monitor fund and securities activity. Directs and oversees competitive bidding processes, ensuring compliance with state statutes.
5. Maintains a fixed asset inventory and reconcile each year in preparation of the annual audit and annual budget. Develops and oversees implementation of strategies for debt management. Maintain leases and other property and service agreements. Maintains list of all vendors and contracts. Maintains a fixed assest inventory and reconcile each year in preparation of the annual budget.
6. Appraises the City's financial position and issues financial reports on a monthly basis. Prepares monthly repoorts for pledged collateral.
7. Develops forecasts and long range plans for City's financial operations to include revenue growth, taxation, borrowing and capital improvement programs; coordinates planning with Mayor, City Council, Department Heads, etc.
8. Directs and coordinates the establishment of budget programs. Oversees and directs the preparation and issuance of the City's annual budget. Prepares budget recommendations, requests, reports, proposals, and projections. Annually prepares and presents an amended budget for Council review and approval. Provides oversight and direction for multiple departmental budgets to ensure effective and efficient

utilization of resources. Directs, oversees, and monitors the cost of legal risk management policy and vehicle, worker's compensation, property and health insurance costs; assists with the insurance audits; and get proposals for policy renewals.

9. Oversees tax reporting and withholdings generated through payroll. Audits departmental petty cash. Audits departmental operational funds. Supervises subordinate personnel, including determining workload, delegating assignments, training, monitoring, and evaluating performance, and initiates corrective/disciplinary action.

10. Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.

11. Directs and analyzes studies of economic, business, and financial conditions and their impact on the City's policies and operations.

12. Directs and oversees the maintenance and destruction of accounting records in accordance with state statute.

13. Publishes bi-annual financial statements by September 1st and March 1st, as required by state statute.

14. Monitors unbudgeted expenditures approved by Council for their later inclusion in a formally-amended budget.

15. Attends meetings and seminars. Regular and punctual attendance. Ability to work overtime. Ability to interact with team members.

16. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 9 to 10 years related experience and/or training, and 8 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 subordinate supervisor(s) who supervise(s) a total of 4 employee(s). Supervises 1 non-supervisory employee(s). Departments supervised by this position include Finance. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations,

and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED

Self directed to achieve company/organization goals. Reports to board of directors.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY

Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas Drivers License or a valid drivers license recognized by the State of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Mastery: Accounting

Advanced: Contact Management, Spreadsheet

Intermediate: 10-Key, Alphanumeric Data Entry, Database, Presentation/PowerPoint, Word Processing/Typing

ADDITIONAL INFORMATION

Bachelor's degree in finance or accounting from a four-year college or university, with minimum of five (5) years related experience and/or training or Certified Public Accountant.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.