



Layton City
HR Division
437 N Wasatch Dr
Layton, UT 84041
www.laytoncity.org

INVITES APPLICATIONS FOR THE POSITION OF:

Finance Director

An Equal Opportunity Employer

SALARY

\$38.08 - \$57.11 Hourly

OPENING DATE: 12/16/11

CLOSING DATE: 01/10/12 05:00 PM

GENERAL PURPOSE:

Performs a variety of professional, administrative and managerial duties related to planning, directing, organizing, and controlling the functions of the finance department.

ESSENTIAL TASK FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training.

Manages the day-to-day operations of city finance department; prepares, implements and manages department budget; oversees and manages city cash management and investment program; performs duties as internal auditor to control and manage city wide accounting, financial reporting and budgeting; oversees city data and information processing, payroll, accounts payable, utility billing, utility collections and records retention.

Prepares city-wide budget; coordinates budget development process with various city department heads; forecasts revenues and expenditures; provides the city manager, mayor, council and department heads with information and recommendations for efficient fiscal administration; recommends rules, regulations, policies and procedures and implements the same upon approval; assures city fiscal activities conform to statutory and generally accepted accounting principles; monitors revenues and expenditures and appraises management of revenue shortfalls, expenditure overruns and non-compliance situations.

Plans, organizes and supervises the process for receiving and disbursing city finances as well as maintaining complete and accurate records of all financial transactions; creates accounts and sub-accounts as needed to monitor fund allocations and disbursements; monitors and reviews fund balances.

Monitors and determines city financial needs and identifies idle funds; follows established

statutory guidelines for the investment of idle funds to achieve maximum usage of public taxes and other revenue collections.

Coordinates annual external audit; directs and coordinates year-end closing functions; posts fund transfers, posts auditors entries, posts adjusting journal entries; prints year end reports; prepares annual financial report and historical reports.

Serves as internal audit; examines and verifies the accuracy of all reports, bonds, papers, vouchers and accounts including various federal funding accounts; monitoring billing and collection procedures and assures city-wide compliance to established budgets.

Serves as member of city claims/risk management committee; assists with review of claims made against the city; as member of the committee, assesses city responsibility and makes recommendation for resolution; assists to evaluate various risks or potential risks; assists in making recommendations for safety programs.

Performs administrative and supervisory duties related to planning, directing, organizing, and controlling the documentation and recording of city records, the conducting of city elections, assures record retention and access practices comply with established state and federal law.

Establishes methods for and directs the recording and maintaining of all records and minutes of all proceedings as well as all ordinances and resolutions passed by the city council and the posting or publishing of all ordinances.

Directs municipal elections; coordinates and processes city election by ordering supplies, selecting judges and polling places, tabulating election results and auditing returns; maintains security of election proceedings.

Serves as custodian of City Seal; acts as notary public, attests to signatures on official documents and contracts; attends council meetings.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from college with a bachelor's degree in accounting, finance, business administration or related;

AND

Ten (10) years of responsible experience related to above duties; five (5) years of which must have been in a supervisory capacity;

OR

An equivalent combination of education or experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of principles of management, supervision and employee motivation.

Thorough knowledge of generally accepted accounting principles (GAAP), practices and

procedures; municipal organizations and department operations including applicable laws and regulations; internal control principles and methods of application; the Uniform Municipal Fiscal Procedures Act; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; local investment options and opportunities; general office maintenance and practices; computer accounting applications and various software financial programs; business and technical writing; operation of standard office equipment; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations.

Ability to analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; operate various types of standard office equipment; operate personal computer in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

Special Qualifications:

Must be bondable.

Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, and not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

SUPPLEMENTAL INFORMATION

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides direct supervision to Senior Accountant, Treasurer, City Recorder and Computer System Specialist. Provides general supervision to all other department personnel.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.laytoncity.org/public/Depts/MgtSvc/HR>

OR

437 N Wasatch Dr
Layton, UT 84041

Job #00193-12.2011

FINANCE DIRECTOR

JS

Finance Director Supplemental Questionnaire

- * 1. What do you understand to be the minimum requirements of this job, and how do you feel you meet these requirements?

- * 2. Please describe your experience related to the performance of this job (including technical skills).

- * Required Question