


Franklin, Virginia		
Title: Director of Finance		
Status: Exempt	Revision: 2/2024	

Summary Objective

This position performs complex professional and difficult administrative work in planning, organizing and directing the City's fiscal activities and operations of the department.

This position supervises the Finance Staff and Utility Billing.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the position as necessary.

- Plans, directs, and organizes the activities of the Finance Department, preparing financial reports; preparing City budget; maintaining records and files.
- Supervises the maintenance, control, and analysis of the fiscal operations of the City government; maintains adequate accounting records to document compliance with local, state, and federal laws and ordinances; safeguards assets of the City through implementation or acquisition of adequate internal control mechanisms, investments, and insurance coverage.
- Participates in the formulation and implementation of applicable financial policies; provides general advice, assistance, and recommendations to the City Manager.
- Supervises and participates in the posting and balancing of City ledgers; supervises the preparation of payroll and related records and billing; supervises revenue administration; develops purchase orders, financial statements, and other related reports.
- Coordinates the preparation of the annual City budget; aids department heads in preparing budget estimates and in determining costs for new, expanded, or reorganized programs; implements approved budget; prepares budget amendments as necessary, making appropriate ledger adjustments and estimating available fund balance.
- Reviews numerous financial reports to ensure compliance with generally accepted accounting principles, monitors budget and investment of municipal funds. Authorizes the disbursement of City funds in accordance with officially established procedures.
- Maintains and updates all information related to bonds and notes payable for projects undertaken by the City.
- Invests funds to ensure adequate return on investment while maintaining funds' safety; prepares periodic reports on City investments and securities for presentation to the City Manager and City Council. Prepares regular and special financial analyses and reports for the City Manager and the City Council.
- Assists City department heads with financial matters; answers inquiries and explains policies and procedures.
- Analyzes and evaluates existing and alternative practices and procedures for the financial management of the City.

Director of Finance

- Prepares specifications for bids for insurance coverage; supervises insurance claims; reviews policies for adequate coverage and proper charges.
- Oversees maintenance of all accounting work on grants received by the City; processes adequate records, reimbursements, and code reviews to comply with applicable laws and ordinances.
- Oversees the City's collection processes and all local and tax collections.
- Assists outside auditors in completion of the annual City audit.
- Oversees the preparation of fiscal statements.
- Develops, supervises, and monitors adherence to established procedures for the procurement of materials, equipment, and services for the City. Acts as the City's Procurement Agent.
- Administers risk management functions for the City.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Supervises, directs, and evaluates staff. Ensures subordinates receive exceptional training required for assigned positions. Determines further training needs of staff; processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Performs related work as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting. Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment. Considerable knowledge of supervision including motivation, communication, leadership, performance coaching and evaluation. Ability to obtain a thorough working knowledge of Virginia General Statutes and of local ordinances governing municipal financial practices and procedures. Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records. Ability to plan, organize direct, and evaluate the work of supervisors and employees in the specialized field of accounting and collections. Ability to design and prepare analytical or interpretative financial statements. Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials and other City employees. Ability to conduct long range fiscal planning and perform accurate and thorough analysis while preparing financial records and reports.

Director of Finance

Minimum Education and Experience Requirements:

- Bachelor's Degree in Accounting, Finance, Business or Public Administration, Public Policy, or a related field.
- Six (6) to nine (9) years as a senior level government executive responsible for budgeting, contracts, accounting or financial management in municipal government; or possession of any equivalent combination of education and experience.
- Ability to be bonded.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None

Special Certifications and Licenses:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Certified Public Accountant (CPA) and licenses to practice in Virginia preferred.
- Completion of the requirements for the Virginia Government Finance Officers Association (VGFOA) and Radford University Government and Nonprofit Assistance Center (GNAC) Certificate Program or the ability to obtain certification within two years of employment.

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Franklin and an employee and is subject to change by the City as its needs change.

Standard Clauses

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Franklin and an employee and is subject to change by the City as its needs change.