

South Jordan City

Job Description

Title: Chief Financial Officer
Org Code: 100120
Pay Grade: 27

Effective Date: 9/6/16
FLSA: Exempt/Executive
Workers Comp: Clerical

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Support and implement the City’s vision and mission. Manage the day to day operations of the Finance Department in accordance with the City Manager’s direction and Service Values.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

Controller
Senior Financial Analyst/City Treasurer

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Responsible for the effective administration of assigned department and all department activities.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Oversee the implementation of City financial policies.

Administer current and long-term financial planning activities.

Prepare and administer the City’s annual operating and capital budget.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager.

Conduct performance evaluations of department employees in accordance with the human resources policies and procedures of the city.

Direct and control all City financial functions.

Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Review Date: 9/6/16

Maintain spending within the budget parameters established by the city.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Submit reports as required detailing activities of the department.

Chair the Finance Council.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree from a regionally accredited college or university with major course work in business, finance, public administration or related area;

AND

B. Four (4) years of professional experience working in the public sector, with at least two (2) years of managerial experience preferred;

2. Special Qualifications:

Valid Utah Class D Driver's License

Master's degree and CPA, CGFM, or CPFO Certification preferred

Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of public sector laws and regulations.

Expert in Governmental Accounting Principles and practices.

Knowledge of State and Local government finance. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, and regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt	EEO-4 Class:	Official/Admin.
Location:	Finance	EEOP Class:	Official/Admin
Group/BU:	General Pay Plan	Tech-Net Match:	780