

**CITY OF LAKEVILLE
POSITION DESCRIPTION**

POSITION TITLE: **Finance Director**

DEPARTMENT: **Finance Department**

ACCOUNTABLE TO: **City Administrator**

PRIMARY OBJECTIVE OF THE POSITION: **responsible for the overall management, direction, and leadership of the City's financial operations.**

Major Areas of Accountability

1. Provide oversight and direct the implementation of internal operations for the department including planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensure compliance with Federal, State, and local laws, regulations, and codes or standards.
2. Act as a resource to the City Administrator, City Council and City staff in related areas to develop solutions which effectively meet the needs of the community.
3. Provide long-term, strategic, and financial leadership to the City Council regarding City-wide financial and capital improvement planning. This includes management and investment of city funds according to cash flow needs and managing City debt and capital assets.
4. Direct and manage the preparation of the City budget. Monitor the fiscal execution of the annual budget to ensure compliance with city fiscal policies.
5. Evaluate ongoing personnel job assignments, programs, procedures, and operations to identify potential improvements to operational performance goals and objectives.
6. Responsible for the effective supervision of all department personnel. Recommend recruitment and hiring of personnel for department. Provide appropriate training, mentoring, and leadership.
7. Develop, monitor, and recommend changes to the City's internal financial controls and financial policies.
8. Review, interpret, and analyze a variety of information, data, and reports. Make decisions and recommendations based on finding. Provide various reports to the City Council, City Administrator, and others as appropriate.
9. Coordinate and prepare the City's financial statements, related worksheets, and records for reporting to the State.
10. Oversee and direct accounts payable, accounts receivable, revenue accounting, utility billing, investments, debt management, and insurance management.
11. Coordinate and prepare financial statements, related worksheets, and records for Dakota 911, Lakeville Arenas, and other entities for which the City is the fiscal agent.

12. Direct and manage the issuance of debt.

Relationships and Contacts

The Finance Director:

- Is under the general direction of the City Administrator.
- Keeps the City Administrator informed of all department activities.
- Must be able to develop effective communication channels with all departments to ensure a clear understanding and interpretation of departmental policies, practices and standards.
- Involves considerable interaction with the public and maintains a customer service orientation.
- Responds to requests, inquiries or concerns in a manner that is positive, respectful and reflects the culture that is described in Envision Lakeville.

Schedules and Other Conditions

- Subject to a variety of schedules which include a standard eight-hour work day plus a variety of meetings of committees held during the evenings.
- Subject to a one-year probationary period.

Knowledge/Skills/Abilities

- Have a working knowledge of finance and taxation administration.
- Have a working knowledge of applicable Federal, State, and local laws, rules and regulations.
- Have a working knowledge of financial statements and auditing.
- Understand the Governmental Accounting Standards Board (GASB) principles.
- Possess outstanding oral and written skills to be responsive to and communicate with the City Council, general public, employees and staff.
- Ability to promote standards of safety consciousness.
- Possess a sound management philosophy and style predicated on the team approach and incorporating a degree of flexibility, while being attentive to details.
- Possess personal confidence to permit supervisors to function with latitude and thereby focus on the goals and objectives of the department.
- Demonstrate experience in long-term financial and strategic planning and development.
- Have a solid public administration background, including budget analysis, preparation, financial control practices and automated financial systems.
- Demonstrate experience in all phases of personnel management, including employee selection and termination, with an emphasis on employee development and training.
- Demonstrate experience in investment and debt management.

Qualifications

- Bachelor's degree in Finance, Accounting or a related field,
- Minimum of eight years of progressively responsible experience in a senior finance position.
- Minimum of five years of responsible supervisory experience directing a finance operation.

Additional Desired Qualifications:

- Certified Public Accountant or masters' degree preferred.
- Municipal government experience or private consulting experience working with local governments.

Safety Policy

It is the responsibility of every employee of the city of Lakeville to know and observe the safety policies and procedures of the city. Each employee is expected to perform their tasks in a safe and efficient manner while using appropriate safety equipment, clothing and devices.

The above description is intended to describe the general functions, skills and knowledge of the person assigned to this job. These examples are intended only as illustrative various types of work performed and are not all inclusive. The employee may be required to perform other related duties as assigned. The position description is subject to change as the needs of the employer and requirements of the job change.