

City of Jonesboro

Chief Financial Officer

Job Description

Exempt: Yes
Department: Finance
Reports To: Mayor
Location: City Hall, 515 W Washington
Date Prepared: November 05, 2009
Date Revised: October 14, 2010

GENERAL DESCRIPTION OF POSITION

Responsible for company finance and accounting as well as other Administrative functions to include Information Systems, Human Resources, Grants Administration and Springbrook. Ensures compliance with all local, state and federal laws regarding financial reporting, payment of various taxes and other Administrative areas. An integral member of the senior executive leadership team for the company. Oversight for treasury, accounting, budget, tax and audit, other other Administrative functions of the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as Treasurer and CFO for the City, advises department heads, elected officials and the mayor regarding financial matters. This duty is performed daily.
2. Manage Accounting, Accounts Payable, Accounts Receivable, Inventory Control, Human Resources, Grants Admin, Springbrook and Information Technology. This duty is performed daily.
3. Develops the annual city budget and the capital improvements program, conducts budget hearings, presents proposed budget to the City Council. This duty is performed annually.
4. Analyze all financial statements and prepares revenue forecasts for budget and management decisions. This duty is performed daily.
5. Monitors expenditure levels of all city departments for compliance with budgetary and management objectives. This duty is performed weekly.
6. Oversee operating budgets, financial reporting systems and controls and internal accounting practices. This duty is performed daily.
7. Represent the company with outside financial audits and tax work. This duty is performed irregularly.
8. Monitors debt service schedules and bond ratings, analyzes debt capacity and determines debt levels; prepares and approves det service payments. This duty is performed monthly.
9. Serces as member of the depository board as City Treaturer. This duty is performed irregularly.
10. Design financial statements. This duty is performed irregularly.
11. Review various government reporting. This duty is performed weekly.
12. Assist in providing strategic direction of company. This duty is performed irregularly.
13. Perform any other related duties as required or assigned.

QUALIFICATIONS

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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 7 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority:	\$ 23,000,000
Funds, Property & Equipment Responsibility:	\$ 30,000,000

SUPERVISORY RESPONSIBILITIES

Directly supervises 4 subordinate supervisor(s) who supervise(s) a total of 15 employee(s). Supervises 1 non-supervisory employee(s). Departments supervised by this position include Finance, Human Resources, Information Systems, Grants Administrator, and Springbrook Specialists.. 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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal, logical or scientific symbolism such as formulas, scientific equations, and graphs. Ability to deal with a variety of abstract and concrete variables.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

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

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Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. 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

Regular 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 extreme 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

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

CPA license

SOFTWARE SKILLS REQUIRED

Advanced: Accounting, Database, Spreadsheet

Intermediate: Alphanumeric Data Entry, Contact Management, Payroll Systems

Basic: Presentation/PowerPoint, Word Processing/Typing

ADDITIONAL INFORMATION

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

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 regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ENVIRONMENTAL CONDITIONS

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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.

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