City of Moab
Job Description

Job Title: Finance Director  Department: Finance
Full-time. Exempt  Effective Date: 2/17/2021

GENERAL PURPOSE

The Finance Director is a senior-level member of the City's leadership team, overseeing the annual budget process, ensuring that all liquid asset-related procedures and policies are contemporary and implemented, and providing strategic leadership regarding the City's financial practices across departments. The Finance Director will manage the Finance Department, which includes the City Treasurer and related functions, and interfaces regularly with the City Council as the policymaking authority of the City.

REPORTING RELATIONSHIPS

Supervision Received: The City Manager supervises the Finance Director.

Supervision Exercised: The Finance Director supervises the City Treasurer and other employees of the Treasury and the Finance Department.

ESSENTIAL FUNCTIONS

Budget. The Finance Director will be the statutorily designated Budget Officer for the City of Moab, and in close coordination with the City Manager will direct the process by which the administrative staff prepare and recommend an annual budget to the City Council. Duties may include:

- Developing rolling revenue projections and providing revenue status reports to the City Manager and City Council;
- Monitoring revenues and expenditures and apprising the City Manager of revenue shortfalls, expenditure overruns and non-compliance situations;
- Designing and refining the annual budget process;
- Preparing budgetary estimates for annual personnel costs and any other category as requested by City Manager; and

Fiscal policies and procedures. This position oversees the development and implementation of the City's fiscal policies and procedures, including:

- Ensuring City fiscal activities conform to statutory and generally-accepted accounting principles; Managing accounts receivable;
- Coordinating with the Recorder's Office regarding accounts payable;
• Supervising citywide cash-handling procedures;
• Managing the process by which independent financial audits take place;
• Acting as an internal auditor in order to control and manage City-wide accounting, financial reporting and budgeting;
• Billing, collecting, and managing all special taxes and assessments, including liens and property taxes; and
• Overseeing collections.
• Compiling and posting all financial data transactions quarterly to meet state transparency reporting requirements;
• Overseeing, preparing and filing all federal and state tax returns for Moab City Corporation;
• Participating in the formation, evaluation, implementation, and legal compliance regarding the City’s budget;
• Prepares and submits annual budget certification to Utah State Auditor;
• Compiles and tracks all impact fee financial data including detailed time tracking of collection of fees, expenditure of fees, expenditure time frames and annual certification and reporting to Utah State Auditor.

Financial Analysis. The Finance director serves as the financial analyst for the City which includes:
• Developing and updating financial metrics for the City based on public finance trends and best practices;
• Preparing long term financial models, including forecasts of financial conditions, needs and resources;
• Preparing and presenting financial data in a format that is understandable to people without a financial background;
• Ensuring that financial presentations to the City Council are clear and concise and structured to meet the needs of a data-driven decision process;
• Establishing and maintaining informative and clear financial data for public access; and
• Working with outside financial consultants and institutions to identify and secure funding sources for capital and operational needs.

Business licensing. The Finance Department manages the business licensing process for the City, which includes:
• Administering the daily business licensing functions;
• Ensuring compliance with licensing procedures;
• Keeping records of business licenses;
• Administering license renewal notification process;
• Coordinating enforcement with the Code Compliance Officer, including the revocation process; and
• Proposing changes to the process and/or the City Code to ensure compliance with state law and conformance with best practices.

Strategic planning. The Finance Director is an essential voice in the overall strategic direction of the City and will advise the City Manager and City Council on a regular basis
regarding the City’s approach to maintaining a financially healthy organization. Furthermore, the Finance Director will:

- Develop finance-related training and continuous improvement plans for City staff;
- Participate in citywide planning and visioning efforts;
- Coordinate closely with the City Engineer in the ongoing development of a city-wide capital facilities plan; and
- Consult regularly with various City staff regarding their departmental needs and financial position.

MINIMUM QUALIFICATIONS

Education and experience

- Bachelor’s Degree in Finance, Business, Public Administration, or a closely-related field; a graduate degree is strongly preferred;
- Five years’ experience in public finance and/or public administration; or
- An equivalent combination of training and experience. Experience in a municipal government setting is required.

Certifications

- Must hold Utah Business License Association Certification within 2 years from hire date.

Skills and abilities

- Strong supervisory and personnel management skills;
- Extensive knowledge of government accounting and finance practices;
- Advanced database, spreadsheet, and word processing abilities, with a demonstrated history learning new computer applications quickly;
- Excellent customer service skills, including the ability to de-escalate confrontational members of the public;
- Direct experience in developing financial metrics; and
- Experience preparing data for and participation in data-driven decision making.

WORK ENVIRONMENT AND PHYSICAL AND MENTAL DEMANDS

The Finance Director will work under typical office conditions, and the noise level is usually quiet.

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone: use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents;
analyze and solve non-routine and complex office administrative problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with City managers, staff, customers, the public and others encountered in the course of work.

SELECTION GUIDELINES

A formal application and résumé is required; finalists will interview with the appropriate hiring authority. Applicant must pass a pre-employment drug test and background check, and upon employment, must possess a valid Utah driver's license.