



Class Title: CHIEF FINANCIAL OFFICER- PART TIME

Salary: DOQ

Department: City Manager's Office

Reports To: City Manager

Last Reviewed: 7.1.23

POSITION SUMMARY

This position is at-will. This position provides management direction and inter-departmental coordination for financial and HR operations. This work involves providing subject matter expertise in public finance, treasury, public investment and human resources .

This position will oversee all financial functions of the City and will serve as the chief HR representative. In this capacity, this position will be evaluated on their ability to deliver results and products such as SAO Annual reports, claims, bank reconciliations and HR reports.

This position may have hiring/firing authority, will lead labor negotiations and will access confidential information.

GENERAL DESCRIPTION

This position will be consistent with the functions of municipal CFO's, Comptroller and HR Administrators. This position will be a part time position not to exceed 20 hours per week. This position will be salaried and may opt out of health benefits if provided through spouse/partner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides leadership and direction in the development of short and long range financial plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional financial advice to city manager and or council; requires independent judgment and discretion; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; supports City Manager in preparation of the annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Serves as the senior financial advisor to the City Manager.

DESIRED MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Administration or a related field that provides necessary skills and abilities
- Ten years increasingly responsible experience in local government with a focus on finance AND HR.
- Excellent oral and written communication skills
- Ability to analyze and articulate complex issues encompassing a wide variety of disciplines to various audiences
- Ability to function as Acting City Manager as assigned during the City Manager's absence or during emergencies
- Experience with public accounting

Preferred qualifications

- Masters Degree in Public Administration or an applicable field of study
- Experience in intergovernmental relations
- Accounting, GFOA certificates/CPA
- HR Certifications