



Chief Financial Officer

Class Code:
GX8203-160001

Bargaining Unit: General

CITY OF DENTON
Established Date: Oct 25, 2022
Revision Date: Oct 25, 2022

SALARY RANGE

\$128,370.00 - \$170,732.00 Annually

SUMMARY:

Responsible for the City's financial operations and programs. This includes, but is not limited to, directing the City's financial reporting, accounting, accounts payable, accounts receivable, payroll, procurement, financial planning, budgeting and debt programs. Supervises the Accounting, Budget, Materials Management, Purchasing, Municipal Court, Customer Service, and Treasury divisions.

ESSENTIAL FUNCTIONS AND OTHER IMPORTANT DUTIES:

Essential Functions:

- Ensures the highest level of financial accountability and transparency to the City Council, City management and citizens. Maintains and encourages the highest ethical standards
- Manages and directs the administration of the City's accounting operations, which includes the oversight of the City's financial system, J.D. Edwards, establishes and enforces financial policies, ensures adherence to Governmental Accounting Standards Board (GASB) pronouncements, produces monthly, quarterly, and year-end (Comprehensive Annual Financial Report) financial reports
- Ensures proper internal financial controls are established and followed
- Serves as the City's liaison with external auditors, financial advisors, and bond counsel
- Establishes and maintains accounts receivable processes for all receivables to the City, including the use of collection agencies, law firms, and other collection resources; manages and controls the accounts payable process for the City
- Develops, monitors, and implements the cash management program for the City, including oversight of the City's investment portfolio. Ensures strict adherence to the City's Investment Policy and state investment laws
- Serves as the liaison to the City's Audit/Finance committee
- Serves as the liaison to the bank depository, and oversees all banking relationships
- Responsible for debt management in the City, including oversight of debt planning, debt issuance, and preparation of official statements
- Develops and implements financial statistical measures to evaluate the existing and future financial condition of the City; oversees and prepares cost-benefit, statistical, economic, market, and other analysis
- Participates in strategic planning and policy development processes for the City; serves on committees and taskforces

- Monitors state and federal legislative initiatives to analyze the effect of proposed legislation to the City of Denton
- Plans, organizes, and oversees the preparation of the annual cost allocation program
- Plans, organizes, and directs activities related to the development, implementation, and oversight of the annual operating budget and capital improvement program
- Develops the long-range financial forecast, monitors financial condition, and establishes plans to ensure continued financial solvency in conjunction with the financial forecast
- Monitors and reports revenue trends; develops short and long-term revenue management strategies and recommends alternatives that achieve organizational goals
- Manages and directs the oversight of the City's procurement process, ensuring adherence to City policies and state procurement laws
- Manages and directs the administration of the City's warehouse operations, ensuring that proper inventories are financed, maintained, and recorded. This includes the proper maintenance and tracking of the City's fixed assets
- Maintains excellent customer service to both internal as well as external customers; communicates effectively, both orally and in writing, with small and large groups, management, media, citizens, employees, and City Council Members
- Manages and directs the administration of the Municipal Court operations and maintains positive and effective working relationships with the Municipal Judge and Police Chief
- Responsible for ensuring proper calculation of the City's tax rate and oversees the tax billing process with the Denton County Tax office
- Initiates and participates in the development of City policy; serves as a member of the Management Team
- Provides counseling and coaching to subordinate managers; ensures appropriate action of subordinate supervisors on disciplinary actions; ensures compliance with all City personnel policies
- Establishes and/or approves performance standards governing the quality and quantity of work in each respective operating division; evaluates and holds subordinates accountable toward accomplishment of daily activities and long-term goals
- Provides oversight of the City's utility customer service billing and call center operations
- Responsible for making presentations to the City Council and other groups concerning financial and budgetary information for the City
- Maintains regular and punctual on-site attendance

Additional Duties:

- Performs other duties as assigned

JOB REQUIREMENTS:

Minimum Qualifications/Acceptable Equivalency:

- Master's Degree in Accounting, Finance, Business Administration, Economics or Public Administration with eight to ten years of progressively responsible experience in municipal finance, accounting, budgeting, and/or cash and debt management, including at least three years of supervisory experience

OR

- Bachelor's Degree in Accounting, Finance, Business Administration, Economics or Public Administration with more than ten years of progressively responsible experience in municipal finance, accounting, budgeting, and/or cash and debt management, including at least four years of supervisory experience

OR

- Any combination of education, training, and experience that provides the knowledge, skills and abilities required

?Core Competencies:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff
- Analyzing and making sound recommendations on complex financial data
- Planning, organizing and directing a wide variety of financial programs and activities
- Evaluating financial programs and providing recommendations for improvements
- Understanding, interpreting, explaining and applying city, state and federal laws regulating City financial accounting, reporting and recordkeeping, investment of funds and borrowing
- Developing and implementing financial procedures and controls
- Performing complicated mathematical calculations
- Evaluating the earning potential of tax exempt investments and directing investment activities
- Preparing clear, concise and complete financial statements, reports and other written materials
- Exercising sound, independent judgment within general policy guidelines
- Representing the City effectively in contracts with governmental and regulatory agencies, outside consultants and counsel, and business and professional groups
- Establishing and maintaining effective working relationships with all levels of City management and the City Council

?Preferences:

- Master's Degree in Accounting, Finance, Public Administration or Business Administration
- Certified Government Finance Officer
- Certified Public Accountant
- Current experience working for a municipal government
- Working knowledge of Texas Property Tax Code
- Working knowledge of Texas purchasing laws and requirements

Conditions of Employment:

- Must have and maintain a valid Class C Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class C driver's license and state required minimum automobile liability insurance within 90 days of hire per state law).
- Must pass a drug test, driver's license check, credit check, social security number check and criminal history background check
- Must complete state required investment training within six months of employment
- Ability to communicate effectively both verbally and in writing

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

Physical Requirements: *Overall Strength Demands:* ?The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- ***Sedentary lifting no more than 10 pounds***
- Light lifting no more than 20 pounds; carry up to 10 pounds
- Medium lifting no more than 50 pounds, carry up to 25 pounds
- Heavy lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy lifting more than 100 pounds, carry more than 50 pounds

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Physical Demand Codes:? The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for how often:

Y = Yes
N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: M
2. Sitting: M
3. Walking: M
4. Lifting: I
5. Carrying: I
6. Pushing/Pulling: I
7. Overhead Work: A
8. Fine Dexterity: I
9. Kneeling: I
10. Crouching: A?
11. Crawling: A
12. Bending: A
13. Twisting: A
14. Climbing: I
15. Balancing: N
16. Vision: E
17. Hearing: E
18. Talking: E
19. Video Display: E
20. Other:?

*Machines, Tools, Equipment and Work Aids:*The essential functions of this position require the daily use of a computer and telephone.?

*Environmental Factors:*The essential functions of this position are performed in an office environment.?

**This job description is not an employment agreement, contract agreement, or contract.
?Management has exclusive right to alter this job description at any time without notice.?**

ADA/EOE/ADEA