



City of College Park, Maryland

Department: Finance

DIRECTOR OF FINANCE

Effective Date: July 1, 2024

FLSA Status: Exempt

Grade: 123

Job Title DIRECTOR OF FINANCE
Reports To City Manager
Positions Supervised Assistant Finance Director, Finance Office Manager, Contracts Management Specialist

Education and Experience – An equivalent combination of education, training, and experience will be considered.

Education Bachelor's Degree in a related field
Experience 7-9 years of previous relevant work experience is required.
Certifications Driver's License
Licensing Certified Public Accountant License

DIRECTOR OF FINANCE's role within the big picture of the City's overall success.

Directs all aspects of the City's Finance Department, establishing policies, procedures, and internal controls for proper accounting, safeguarding City assets, and ensuring compliance with federal, state, and city laws and regulations.

DIRECTOR OF FINANCE functions include but are not limited to the following.

- **Budget Management:**
 - Prepare the annual operating budget and capital improvement plan, ensuring adherence to sound financial management principles.
 - Monitor budget performance, recommend modifications, and manage appropriate spending levels.
 - Familiarity and experience with GFOA Budget award requirements.
- **Financial Reporting:**
 - Prepare or review quarterly and annual financial reports, ensuring accurate reflection of City assets.
 - Evaluate financial program performance and identify discrepancies or needed modifications.
 - Familiarity and experience with GFOA Budget award requirements.
- **Information System Management:**
 - Maintain the integrity of the City's information system, overseeing software, security, and equipment acquisition, installation, and maintenance..
- **Cash Collection Monitoring:**
 - Monitor cash collection processes and address citizens' complaints related to the same.
- **Investment Portfolio Oversight:**
 - Review the City's investment portfolio and accounts payable disbursements, overseeing activities performed by subordinate staff.
- **Relationship Building:**
 - Develop working relationships with banks, auditors, insurance companies, and professional organizations to coordinate effective financial services.

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- Attend meetings, conferences, and meet with the Mayor and City Council to discuss financial programs and activities.
- **Administrative Duties:**
 - Perform various administrative duties, including hiring, assigning and reviewing subordinates' work, providing training and professional development, giving direction and guidance, and evaluating performance.
- **Payroll and Accounts Payable Oversight:**
 - Ensure processes are functioning properly and recommend and implement changes as needed.
 - Review and approve transactions for the bi-weekly payroll.
- **Departmental Assistance:**
 - Provide assistance to City departments and citizens regarding budget/ finance department issues and concerns.
- Contribute to the team effort by performing other related duties as assigned.

Success Framework. The following list of knowledge, skills, and abilities have been identified by our team as building blocks towards efficiency and effectiveness in this role.

- **Financial Management:** In-depth knowledge of financial principles, budgeting, and accounting practices. Understanding of municipal finance regulations, including federal, state, and local requirements.
- **Information Systems:** Knowledge of technology trends relevant to finance systems and proper internal controls for a municipality.
- **Government Operations:** Familiarity with municipal government operations, policies, and procedures. Understanding of the interplay between financial management and other city departments.
- **Compliance and Reporting:** Knowledge of compliance standards, reporting requirements, and financial auditing processes. Ability to ensure accurate and timely financial reporting.
- **Leadership and Management:** Understanding of effective leadership principles and team management. Knowledge of administrative processes, including hiring, training, and performance evaluation.
- **Budgetary Skills:** Skill in developing, preparing, and managing budgets, including forecasting and variance analysis. Ability to make sound financial recommendations based on analysis.
- **Analytical Skills:** Strong analytical skills to evaluate financial reports, identify discrepancies, and recommend improvements. Ability to analyze financial data for strategic decision-making.
- **Communication Skills:** Excellent verbal and written communication skills to convey financial information clearly to diverse audiences. Skill in presenting financial reports to City Council and other stakeholders.
- **Leadership Skills:** Leadership skills to guide and motivate the finance team. Ability to provide direction and make decisions that align with organizational goals.

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- **Negotiation Skills:** Effective negotiation skills for contract reviews and dealing with external entities. Ability to negotiate mutually beneficial terms in financial agreements.
- **Strategic Planning:** Ability to contribute to the development and execution of strategic financial plans. Skill in aligning financial goals with broader organizational objectives.
- **Problem-Solving:** Strong problem-solving abilities to address financial challenges and implement effective solutions. Ability to troubleshoot issues related to financial operations.
- **Decision-Making:** Ability to make informed and timely decisions based on financial analyses and organizational needs. Skill in evaluating risks and benefits.
- **Interpersonal Abilities:** Strong interpersonal skills to build relationships with internal and external stakeholders. Ability to collaborate effectively with other departments and external partners.
- **Adaptability:** Ability to adapt to changing financial regulations, technologies, and organizational priorities. Skill in leading the finance department through transitions and changes.

Equipment and Tools commonly associated with the performance of the functions of this job.

- Computer, Microsoft Office, Finance Software, calculator, adding machine

Work Environment or atmospheric conditions commonly associated with the performance of the functions of this job.

- May rarely be exposed to uncomfortable temperatures, humidity, noise, chemicals/gases, contagious diseases, airborne particles/pathogens, and/or physical trauma.

*** Physical Abilities.** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work requires the ability to sit, stand, walk for extended periods of time.
- Work requires the ability to complete repetitive wrist, hand, and/or fine motor movement.
- Work requires the ability to grasp, pull, push, and reach.
- Work requires the ability to talk, hear, listen, and comprehend.
- Work requires the ability to drive and/or operate mechanical equipment.
- Work requires visual acuity of 20 feet or more, visual acuity of 20 inches or less, three dimensional vision, precise hand/eye coordination, the ability to identify and distinguish colors.
- Must be able to lift more than 20 pounds.

*The City of College Park, MD, offers reasonable accommodation in the hiring and employment process for individuals with disabilities. If you need assistance to accommodate a disability, you may request accommodation at any time.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Certain job functions described herein may be subject to



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possible modification in accordance with applicable state and federal laws, and employees may be required to comply with the changes.