



CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Chief Financial Officer	BAND/LEVEL:	SMICP
DEPARTMENT:	Finance	JOB NO:	1080
DIVISION:	Finance & Accounting	DATE:	05/16/2017
REPORTS TO:	Deputy City Manager	FLSA STATUS:	Exempt
FULL-TIME:	XXXX	COST CENTER:	152
REPLACES:	Chief Financial Officer	LAST REVISED:	03/25/2012

JOB SUMMARY STATEMENT: Directs planning, implementation and maintenance of accounting and investment system, and receipt and disbursement of all funds. Participates in planning and development of long-range capital improvements program and has responsibility for planning, development & coordination of long-term debt financing program. Directs preparation of annual budget for review and adoption; projection of revenue estimates and expenditures; and preparation of bond issues and offerings.

DUTIES AND RESPONSIBILITIES:

1. Directs financial operations in sufficient detail to produce adequate cost, financial, and statistical data for management purposes to meet statutory requirements consistent with established and generally accepted accounting principles and practices.
2. Directs the maintenance and ongoing operation of the city's General Ledger Financial Accounting System. Directs activities to secure sound financial procedures and internal controls.
3. Provides fiscal management in collection, control, security, disbursement, and investment of City funds.
4. Responsible for all checks drawn on the City treasury.
5. Develops and implements long and short-range goals, objectives, and financial policies for the City. Works with all levels of City management to ensure sound financial management practices. Develops systems, procedures and reports to achieve sound financial management
6. Provides necessary financial management that will afford the opportunity to issue debt instruments so the capital improvements program will not be interrupted while receiving the lowest interest cost for such financing. Oversees administration of all capital improvement program project files from interim financing to the issuance of long-term debt.
7. Secures a favorable Post Audit of City's financial records that will indicate conformance with generally accepted accounting principles.
8. Directs approval of audit and certification of all claims against City for payrolls, goods, and services.
9. Directs compilation statements of current operating and capital outlay expenditures.
10. Directs preparation of annual budget review and adoption; projection of revenue estimates and expenditures; preparation of bond issues and offerings, and coordinates interim financing for all City projects.
11. Provides direction and financial administration of federal and state grants.

Title: Chief Financial Officer
Cost Center: 152
Date: 05/16/2017
Page 2

12. Oversees the City's Internal Audit Program.
13. Directs administration of all improvement districts.
14. Coordinates preparation of departmental goals and objectives and work plans. Performs normal managerial duties which include supervising personnel, conducting performance appraisals, recommending merit increases and hiring and promoting personnel. Develops and updates education and training plans.
15. Attends meetings of the Council and Finance, Administration & Economic Development Committee.
16. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
17. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE (S)/CERTIFICATIONS:

- Bachelor's degree in accounting, business administration with emphasis in accounting, or related field with some courses in data processing or additional equivalent experience.
- CPA preferred.

EXPERIENCE:

- Ten years of increasingly responsible finance and accounting experience or an equivalent level of experience.

SKILLS:

1. Supervisory skills
2. Organizational skills
3. Analytical skills
4. Excellent oral and written communication skills
5. Ability to perform complex math and accounting skills

MENTAL REQUIREMENTS:

1. Ability to understand mathematical concepts to include complex math and accounting functions
2. Ability to comprehend computer software principles
3. Ability to train and guide others
4. Ability to work under pressure
5. Ability to read and comprehend complex City, state and federal policies and regulations
6. Ability to exhibit tact and diplomacy when dealing with City personnel and the general public
7. Prioritizing assignments

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer and calculator and open the City safe.
2. Visual stamina and acuity to review numerical data daily and to spend long periods looking at computer screen
3. Ability to sit and be attentive for extended periods of time

Title: Chief Financial Officer
Cost Center: 152
Date: 05/16/2017
Page 3

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Assistant Chief Financial Officer
 - Supervisor, Accounts Payable
 - Internal Auditor

- Indirect
 - All other dept. personnel

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.