

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Assistant Chief Financial Officer	<b>BAND/LEVEL:</b>	Mgmt III
<b>DEPARTMENT:</b>	Finance	<b>JOB NO:</b>	1130
<b>DIVISION:</b>		<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Chief Financial Officer	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>COST CENTER:</b>	152
<b>TEMPORARY:</b> <input type="checkbox"/>			
<b>REPLACES:</b>	Assistant Chief Financial Officer	<b>DATE:</b>	10/15/2006

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### **JOB SUMMARY STATEMENT:**

Manages personnel and daily operations within the Finance Department, including financial reporting, accounting and management. Responsible for management of program areas including: budget and capital improvement development and monitoring; debt issuance and monitoring; and financial forecasting and reporting.

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### **DUTIES AND RESPONSIBILITIES:**

#### **Budget and Capital Improvement**

1. Manages development of annual budget. Coordinates and prepares budget information and documents. Responsible for dissemination of budget information to Governing Body, public and City Staff.
2. Analyzes financial and budget data to make recommendations to City management, departments, and the Governing Body on various budgeting and financial management issues.
3. Manages development of five-year capital improvement program (CIP). Coordinates and prepares CIP related program information and documents. Responsible for dissemination of CIP information to Governing Body, public and City Staff.
4. Analyzes impact of budget and CIP on City's long-term financial forecast and financial standards. Advises management and Governing Body of impact of budget and CIP on City's long-term financial forecast and financial standards.
5. Directs all aspects of financial management of Capital Projects through Finance Department staff members and staff in other departments.

#### **Debt Issuance and Management**

1. Analyzes financial data and forecast to determine need for debt. Makes recommendations to City management related to debt issuance.
2. Manages and coordinates sale of temporary notes and general obligation bonds. Prepares and coordinates offering statement, rating agency presentation, acceptance of bids, preparation of appropriate financial reports, requests and receipt of legal opinions, registration of notes/bonds, submission of transcripts to the Attorney General, preparation of information for rebate calculations.

#### **Financial Forecasting and Reporting**

1. Manages development of the City's year-end and long-term financial forecasts of city revenues, expenditures and cash position.
2. Directs and prepares financial and statistical reporting, including popular financial reporting, online periodic financial reports, economic trend reports, and cost recovery studies. Responsible for dissemination of financial and statistical reporting information to Governing Body, public and City Staff.
3. Directs and coordinates financial information dissemination on the city website and social networking tools.
4. Coordinate and prepares ad-hoc reports for other areas of the City and management of Finance.

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### **Administration**

1. Performs managerial duties and supervises aspects of the City's daily financial operations. Assist in development of department's work plan. Organizes and monitors staff assignments to accomplish department goals. Reviews work and materials prepared by staff for accuracy. Provides instruction and guidance to staff.
2. Provides support to outside departments on finance-related issues.
3. Coordinates the accumulation, analysis and distribution of accounting information.
4. Keeps abreast of current financial theory and practice information and governmental accounting development/trends. Attends professional training courses and seminars, reads and reviews professional and governmental publications.

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.

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.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE (S)/CERTIFICATIONS:**

Bachelor's degree in accounting, business, finance, public administration, or a related field of study; or an equivalent combination of work experience and formal education. Master's degree in any of the areas aforementioned and/or CPA preferred.

### **EXPERIENCE:**

Minimum seven years of progressively responsible professional experience in budget, financial management and policy analysis including two to four years experience in a supervisory or lead position, or an equivalent level of experience.

### **SKILLS:**

1. Effective oral and written communication skills.
2. Effective negotiation and listening skills.
3. Must be detail-oriented and have exceptional management, leadership, and organizational skills.
4. Must be proficient in windows-based word-processing, spreadsheet, and graphics software applications.
5. Organizational skills.
6. Analytical skills.
7. Manual dexterity.
8. Ability to work in office environment with constant interruptions.

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend City policies and procedures and state and federal laws.
2. Ability to analyze financial data and make recommendations based on findings.
3. Ability to work on several projects at once.
4. Alpha and numeric recognition.
5. Ability to learn and use multiple computer programs.
6. Ability to concentrate on detail work for extended periods of time.
7. Diplomacy and judgement.

### **PHYSICAL REQUIREMENTS:**

1. Hand and eye coordination adequate to input computer and operate adding machine.
2. Visual acuity and stamina adequate to review alpha/numeric data and spend long periods viewing a computer screen.

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3. Ability to sit and be attentive for an extended period of time.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct	-Accountant, Senior
	-Accountant II
	-Accountant I
	-Accounting Associate
Indirect	-Accounting Clerks
	-Administrative Assistant

**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.**