



City of Live Oak

Finance Director Position Description

POSITION TITLE	Finance Director
FUNCTIONAL AREA	Finance
PAY RANGE	Minimum: Based Upon Qualifications and Experience
	Maximum:
CLASSIFICATION	Full-Time; Exempt/Salary

General Summary

The Finance Director is a key member of the City's executive leadership team, receiving administrative and general policy direction from the City Manager. The position plans, organizes, provides administrative direction and oversight for and participates in all financial and related functions and activities, which include oversight of financial transaction processing, record keeping and reporting, and payroll; coordinates the production and the administration of the City's budget; responsible for production of annual financial statements; provides expert professional assistance to City management staff in areas of fiscal responsibility; and fosters cooperative working relationships with regulatory agencies. Ideal candidates will possess the ability to perform high-level management responsibilities, such as those listed below, and will possess the following education/skillset:

Supervision Received and Exercised

The position leads and supervises a department of 10 to 14 full-time and part-time employees.

Essential Duties and Responsibilities

- Expertise in the principles and practices of public agency finance, general and governmental accounting, auditing, and reporting functions.
- Skill in planning, organizing, administering, coordinating, reviewing, evaluating, and personally participating in a comprehensive public agency financial management program.
- Experience with the principles and practices of public agency budget development, administration, and accountability.

- Experience selecting, training, developing, and evaluating the work of technical and office support staff engaged in maintaining the general ledger, payroll, fixed assets administration, and the receipt and disbursement of funds of the City government.
- Ability to effectively represent the department and the City in meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory, and legislative organizations.
- Experience preparing or directing the preparation of reconciliation of journals, ledgers, and other accounting records; preparing or directing the preparation of records and reports for submissions to various regulatory and other governmental agencies.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Performs any other duties as assigned by the City Manager.

Recommended Qualifications

Education and Experience

- Bachelor's Degree with major course work in accounting or finance from an accredited school.
- Certification in 1 or more of the following:
 - CPA (Certified Public Accountant)
 - CGFO (Certified Government Finance Officer)
 - CPFO (Certified Public Finance Officer)
- Three (3) years of prior work experience in the design, installation, and maintenance or auditing of government accounting systems, or any equivalent combination of training and experience.
- Minimum of Ten (10) years of prior supervisory experience.
- Must possess extensive computer expertise.

Other Required Competencies

- Proficient in financial software and tools, with strong capabilities in Microsoft Excel, Word, and Outlook.
- In-depth knowledge of financial regulations, public procurement principles, and budgeting processes.
- Ability to develop comprehensive financial reports, manage budgets, and analyze financial data effectively.
- Familiarity with fiscal policies, accounting practices, and financial analysis related to construction or project management.
- Excellent verbal and written communication skills for effectively conveying financial information to diverse audiences.

- Strong customer service orientation and the ability to engage with stakeholders, colleagues, and clients in a professional and courteous manner.
- Ability to work autonomously, demonstrating initiative and the capability to follow detailed instructions and guidelines.

Working Conditions and Physical Factors

- Work is primarily performed indoors in an office environment.
- Must have the use of sensory skills to effectively communicate and interact with other employees and the public through the use of the telephone, e-mail and personal contact.
- Requires physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to multi-line telephone system, word processor, calculator, copier, scanner and facsimile machine, etc.
- Requires intermittent sitting, standing, walking, bending, crouching and repetitive motion; occasional lifting of light objects.

The minimum recommended requirements may be waived by the City Manager. The City of Live Oak reserves the right to update and/or change this job description at any time. The City of Live Oak is an Equal Employment Opportunity employer and Drug-Free Workplace.