

City of Lowell
Job Description
Please Post: May 2, 2014
Deadline: May 23, 2014
City Manager's Office
Chief Financial Officer

Job Title: Chief Financial Officer (1100-DH01, 2020)
Department: City Manager
Reports To: City Manager
Union: Ordinance/Non-Union
Salary: \$100,323.60 (min) to \$117,871.52 (max)

SUMMARY

This position exercises responsibility for the preparation and administration of the annual operating and capital budgets and for long-range fiscal planning within the guidelines established by the City Manager. Extensive responsibility is also exercised in the initiation, conduct and implementation of administrative research studies, and in the operational analysis of programs, systems, and procedures to provide a basis for a management improvement, control decision making. Supervision is exercised over subordinates directing staff of analysts and assistants and monitoring financial departments of the City. The duties of this position are carried out with independent and discretion, subject to policy determination and guidance of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Oversees and directs treasury, budgeting, forecasting, assessing, tax, purchasing, real estate, and insurance activities for the organization.

Creates and implements fiscal policy

Works with the City Auditor in providing and directing procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services.

Directs the Treasurer in activities as custodian of funds, securities, and assets of the organization.

Coordinates debt issuance and continuing disclosure

Acts as one of the City Manager's principal representatives before the City Council relative to financial management of City Activities.

Appraises the organization's financial position and issues periodic financial and operating reports to the City Manager, City Council, Departments, administrative agencies and public.

Directs the preparation and administration of the annual operating budgets.

Directs the preparation and administration of the annual capital plan and budget.

Recommends tentative departmental and agency operating and capital budget allowances to the City Manager.

Oversees the approval of purchase/service orders for all departments.

Represents the City at hearings, mediations, labor relation meetings and/or negotiations, Council meetings, school committee negotiations, Retirement Board meetings and others as required by the City Manager or Council.

Submits the annual tax recapitulation to the State Dept. of Revenue for approval.

Reviews appointments of each department before submitting to City Manager for approval.

Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.

Directs and analyzes studies of general economic, business, and financial conditions and their impact on the organization's policies and operations.

SUPERVISORY RESPONSIBILITIES

Manages the overall financial affairs of the Assessors, Treasurer's, Human Relations, Purchasing and MIS. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Extensive knowledge of the principles, methods and practices of municipal finance and accounting. Ability to establish and maintain effective work relationships with employees, governmental officials and the general public. Ability to analyze, interprets, organize and supervise the work of a budget staff. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year College or university in Finance, Accounting, Business Administration, Public Administration or Political Science required. Five years of full-time municipal experience in an administrative or management position in which the major duties involved budgeting, financial analysis, cost control or accounting. At least two years experience in a supervisory capacity required. A graduate degree in Finance, Accounting, Public Administration or Business Administration desired.

Designation as a Certified Public Accountant desired.

Thorough knowledge of governmental accounting principles and practices; demonstrated knowledge in municipal finance including debt service management; knowledge of the Uniformed Municipal Accounting System; knowledge of municipal finance laws and Department of Revenue reporting requirements; knowledge of budgeting controls; ability to plan, assign, review and coordinate the maintenance of budgetary control records; working knowledge of Microsoft Office including proficiency in Excel or other spreadsheet application and word processing skills required. MUNIS experience desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, boards, commissions and/or other administrative agencies.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post offer.

Qualified individuals send applications and/or resume to the Human Relations Office Room 19, City Hall, Lowell, Mass 01852 by 4:00pm on: Deadline May 23, 2014 Applicants may also send applications/and or resume to cityjobs@lowellma.gov

EOE/AA/504 Employer