



# City of Aurora

## JOB DESCRIPTION

**TITLE:** CHIEF FINANCIAL OFFICER/CITY  
TREASURER

**JOB CODE:** 288

**DEPARTMENT:** Finance

**SALARY GRADE:** E22

**LABOR GROUP/PAY PLAN:** Executive Pay Plan

**FLSA STATUS:** Exempt

**LOCATION:** City Hall

**EFFECTIVE:** 1/1/2019

### **Definition**

Subject to administrative approval of the Mayor, plans, directs and coordinates the activities of the Finance Department comprised of professional, technical and clerical staff engaged in a variety of accounting and fiscal management activities; develops and implements department goals, policies and procedures within the parameters established by the Mayor and City Council; oversees budgetary preparation and presentation; acts as the City Treasurer, overseeing the collection, recording and disbursement of City funds; provides for the management and coordination of various City divisions such as data processing, purchasing and central services, water revenue, and motor vehicle parking enforcement.

### **Physical Demands and Equipment**

Operates a variety of office equipment, including personal computer, computer terminal emulation, calculator, printers, telephone and FAX machine. Job duties performed in a seated position for extended periods of time. Normal office environment where there is no physical discomfort or exposure to hazards.

### **Essential Functions of the Job**

1. Oversees the collection of all monies into the City Treasury and files receipt copies with the City Clerk.
2. Provides for an annual financial report of City accounts.
3. Oversees the preparation and submission of monthly reports in writing to the City Council detailing the monies collected by the account.
4. Maintains accurate financial records of all accounts receivable.
5. Supervises the general accounting system of the City in each of its departments.
6. Directs, coordinates and supervises a professional, technical and clerical staff; oversees the development and installation of work procedures, forms, and/or methods for coordinating fiscal and central City services, plans and directs an electronic data processing section.
7. Supervises and assumes responsibility for the disbursement of all monies, controlling all expenditures to assure that budget appropriations are not exceeded; oversees the payment, filing and recording of all warrants.

**CHIEF FINANCIAL OFFICER/CITY TREASURER  
JOB DESCRIPTION**

8. Supervises the collection of taxes, special assessments, water revenue, and monies due the City from any source; receives money from the various departments for all fees or revenues collected by them; deposits all funds received.
9. Serves on various City boards; serves as Treasurer of the Board of Trustees of the Fire Pension Board, member of the Board of Local Improvements, and authorized City agent with the Illinois Municipal Retirement Fund, and in other capacities as required or assigned.
10. Maintains RTA, revenue sharing, and CETA funds.
11. Oversees the preparation of bid specifications and insurance packages, participates in labor contract developments and negotiations.
12. Advises department heads on preparation of budgetary estimates and expenditures.
13. Performs other duties as required or assigned.

**Required Knowledge and Abilities**

- Requires thorough knowledge of the laws and ordinances governing municipal accounting, budgetary planning and control, and financial reporting.
- Requires thorough knowledge of the maintenance of financial records and reports.
- Requires thorough knowledge of the principles and practices of governmental accounting and fiscal management.
- Requires ability to prepare and supervise the preparation of comprehensive financial statements and reports.
- Requires ability to examine and evaluate fiscal and accounting data, determining interaction effects and alternatives.
- Requires ability to communicate effectively, both orally and in writing.
- Requires ability to maintain an effective working relationship with City officials, subordinate employees, and the general public.

**Qualifications for Hire**

- Requires a Bachelor's Degree with course work in governmental finance, accounting and taxation.
- Requires three years of professional accounting and financial management experience, at least two of which are supervisory.
- Requires ability to be bonded.
- Requires a valid driver's license.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific

**CHIEF FINANCIAL OFFICER/CITY TREASURER  
JOB DESCRIPTION**

statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CHIEF FINANCIAL OFFICER/CITY TREASURER  
JOB DESCRIPTION

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge that I have received a copy of my job description. The description of CHIEF FINANCIAL OFFICER/CITY TREASURER describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the 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 by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

---

Applicant/Employee Signature

---

Date