



City of Aurora

JOB DESCRIPTION

TITLE: DIRECTOR OF FINANCIAL OPERATIONS

DEPARTMENT: Finance

LABOR GROUP/PAY PLAN: Executive Pay Plan

LOCATION: City Hall

JOB CODE: 268

SALARY GRADE: E19

FLSA STATUS: Exempt

EFFECTIVE: 1/1/2021

Definition

Under the administrative direction of the Chief Financial Officer/City Treasurer or designee, is responsible for developing and administering the execution of the city's budget and capital improvement plan, and operations of Water Billing, Purchasing, and Revenue and Collection divisions. Evaluates and recommends improvements in fiscal processes and managerial policies, practices, organization methods, and procedures.

Physical Demands and Equipment

The position requires the use of various office equipment including a computer, telephone, copy machine, and fax machine. Normal office environment where there is no physical discomfort or exposure to hazards. May require driving a City vehicle in performing various tasks.

Essential Functions of the Job

1. Coordinates the city's budget process and develops the city's budget document on an annual basis.
2. Responsible for the development, review, and revision of the city's capital improvement plan.
3. Monitors department/division operations and budget accounts. Informs the Chief Financial Officer/City Treasurer of the city's budget status, and division operations on an ongoing basis.
4. Presents budgetary and financial information to the public, the City Council, City Council committees, and the city staff as directed by the Chief Financial Officer/City Treasurer and/or the Mayor.
5. Presents recommendations on alternative choices pertaining to budgetary issues, policies, practices, methods, and procedures to the Chief Financial Officer/City Treasurer and/or the Mayor.
6. Assists with budget forecasting and the development of recommendations for new revenue sources.
7. Incorporates priority projects and programs of the Mayor and the City Council into the budget process and document.
8. Facilitates methods to solicit input and ascertain priorities of the community, departments, the Mayor, and the City Council.

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9. Investigates ineffective and inefficient programs for reduction or termination of funding or corrective action.
10. Assists in the identification and implementation of cost saving measures for departments and divisions through research, studies, and investigations.
11. Monitors the city's compliance with authorized staffing levels.
12. Processes or oversees the processing of requests for budget amendments and transfers.
13. Advises departments of budgetary policies and procedures and ensures their compliance.
14. Assists in preparing the city's annual property tax levies.
15. Assists with the city's strategic planning process and incorporates the city's strategic plan into the budget.
16. Attends and serves as a resource to departmental staff meetings and various committee meetings.
17. Prepares, maintains, and submits any required reports or records relating to the city's budget and the progress of its execution.
18. Reviews, supervises, monitors, and evaluates all statistical reports, investigations, or special projects generated within areas of responsibility.
19. Supervises operations and personnel of Water billing, Revenue and Collections and Purchasing
20. Performs other duties as required and assigned.

Required Knowledge and Abilities

- Requires knowledge of principles, practices, and methods of governmental accounting, finance, and administration.
- Requires knowledge of laws and ordinances governing municipal budgeting and fiscal management.
- Requires knowledge of municipal structure, functions, and operations.
- Requires the ability to compile and administer the budgetary needs of a municipality including designing, planning, analysis, control, and financial reporting.
- Requires ability to work effectively in a team-oriented environment to meet the needs of the departments while maintaining the integrity of the budget.
- Requires the skill necessary to interact with diverse individuals.
- Requires the ability to maintain an effective working relationship with city officials, subordinate employees, other city departments, and the public.
- Requires the ability to maintain accurate records and generate clear and concise reports.
- Requires knowledge of computers and computer software, such as database, spreadsheet, and

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graphics software.

- Requires effective written and oral communication skills.

Qualifications for Hire

- Requires a Bachelor's Degree in Accounting, Finance, Economics, Business Administration or related field is required. Master's Degree in Business Management (MBA) or related field is preferred.
- Requires five years of relative experience is required with five years of supervisory experience.
- 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 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.

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JOB DESCRIPTION ACKNOWLEDGEMENT

I, _____, acknowledge that I have received a copy of my job description. The description of DIRECTOR OF FINANCIAL OPERATIONS 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