

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: 299
SALARY GRADE: E22
EFFECTIVE: 1/1/2019**

CHIEF FINANCIAL OFFICER /CITY TREASURER

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.

Equipment/Job Location

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 Skills and Knowledge

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.