



# City of Tempe

## FINANCIAL SERVICES DIRECTOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	015	<i>Department:</i>	Financial Services
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range.			
**This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.			

REPORTING RELATIONSHIPS
Receives general direction from the Deputy City Manager and the City Manager.
Exercises direct supervision over professional, supervisory, technical and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of experience in governmental financial planning and administration, including three (3) years of supervisory responsibility in finance, accounting, or directly related to the core functions of this position.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in finance, accounting, economics, business administration, public administration or a degree related to the core functions of this position. A Master's degree is preferred.
<i>License / Certification:</i>	Possession of a Certified Public Accountant certification is preferred.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. Responsible for the day to day operations of the Financial Services Department. Provides direction to staff within the Financial Services Department as well as provide complex administrative support to the Deputy City Manager.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Develop, plan and manage all aspects of the Financial Services Department and City;
- Coordinate and prepare information to be submitted to bond rating agencies and bond consultants; determine sizing of bond issuances; prepare necessary information for periodic bond elections; ensure compliance with bond disclosure requirements
- Prepare goals and objectives for the Financial Services Department; assist in the development of policies and procedures; establish performance measurements;
- Analyze and monitor the City's financial condition; make recommendations for improvement to the Deputy City Manager.
- Assist the Deputy City Manager and Municipal Budget Director with developing and monitoring the City's annual operating and capital improvement budget, and long-range financial forecasts and debt management programs;
- Manage, direct and organize Financial Services Department activities including accounting, customer services, facility maintenance, risk management, procurement, and tax and licensing;
- Direct, oversee and participate in the development of each of the section work plans; assign work activities, projects and programs; monitor workflow; implement policies and procedures; review and evaluate work products, methods and procedures;
- Supervise the preparation of the section budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor the approved budgets;
- Recommend the appointment of personnel; provide or coordinate staff training; conduct and review performance evaluations; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations, as necessary;
- Plan and conduct regular staff meetings with managers and supervisors of accounting, customer services, facility maintenance, tax and licensing, procurement and risk management sections;
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees as a City representative; prepare public presentations on financial services to groups as requested; attend City Council meetings; meet with City management staff on a variety of policy issues;
- Respond to and resolve difficult and sensitive citizen inquiries and complaints related to City financial services;
- Conduct research and detailed studies to be used in decision making; compile information and prepare staff reports as required;
- Evaluate City expenditures to ensure compliance with State laws; authorize any major City expenditure requisitions; authorize City purchase orders;
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;

- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Revised May 2001*

*Revised July 2002 (Range Changed)*

*Revised June 2010 (due to dept consolidation/reorg: job title, reporting relationship, duties and MQs)*

*Revised December 2010 (Title change)*

*Revised September 2018 (Update distinguishing characteristics, reporting structure & job duties)*

*Revised June 2021 (reorg to Financial Services Department; job title update)*

*Revised May 2022 (update reporting relationships and job duties)*