



**CITY OF PHOENIX**  
**JOB DESCRIPTION**  
**FINANCE AND HUMAN RESOURCES DIRECTOR**

Department:	Administration
Reports To:	City Manager
FLSA Status:	Exempt
Union Status:	Not Represented
Last Updated:	July 1, 2020

**GENERAL DESCRIPTION:** Provide leadership, management, direction, planning and goal setting for the City's Finance and Human Resources Departments to ensure delivery of quality municipal services. The Director is responsible for strategy and planning for all financial and personnel issues facing the City, and for conducting special projects as assigned by the City Manager.

This position works under the general supervision of the City Manager. As a member of the City's executive leadership team, this position has direct input into City policies and procedures and advises the City Manager on related issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned and required.*

1. Develops and directs the implementation of policy and operational goals through department divisions and programs in response to service demands, and consistent with performance standards.
2. Directs the preparation and implementation of the City's annual operating and capital budget consistent with program goals and objectives. Responds to requests for budgetary information from City Manager, Budget Committee members, and other department heads.
3. Prepares the comprehensive annual financial statements and coordinates annual governmental audit.
4. Ensures compliance with all state, federal and local laws, department rules, and City policies and procedures; monitors and enforces safety rules established for assigned work areas.
5. Ensures all City employment policies are in compliance with applicable federal, state, and local laws, regulations, and statutes.
6. Establishes annual department goals including ongoing confirmation and/or recommended updates to strategic direction, and provides periodic reports of the status of progress toward goals.
7. Sets and attains professional development goals; maintains proficiency in area of responsibility; stays current on area of expertise; demonstrates unquestionable integrity at all times, serving as a role model for appropriate public service ethics and effective leadership.
8. Prepares and presents written and oral reports to the City Manager, City Council, boards, commissions, other government agencies, and community groups including the presentation of findings related to executive and elected officials' requests for research and information; advises the City Manager and City Council on department-specific issues.
9. Serves as a member of the City's executive leadership team; participates in recurring and special meetings and workshops including internal staff meetings, City Council meetings, Council workshops and study sessions, commission and committee meetings, and department staff meetings. Coordinates activities of the department with other departments, other public agencies, and various community groups.

10. Represents the City at community and/or inter-agency meetings and functions, as appropriate; establishes and maintains effective relationships with peers in other agencies and organizations, city departments, citizens, the business community, special interest groups, and the general public.
11. Recommends programs and techniques to improve the effectiveness of the City and its services.
12. Provides assistance to the City Manager, as directed and needed.

#### DEPARTMENT SPECIFIC:

1. Prepares a budget document that details all City expenditures and revenues in accordance with generally accepted governmental accounting practices. In conjunction with City Manager, presents final budget document to budget committee for approval.
2. Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practices and City finance policies, and in sufficient detail to produce adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements.
3. Monitors departmental expenditures for the purpose of advising departments and City Manager of budget status, and insuring conformance with budget provisions and maximum expenditure amounts.
4. Maintains City's investment portfolio. Makes investments of idle funds, oversees reconciliation of all bank statements and accounting records monthly, and prepares information necessary for periodic audits. Ensures annual financial audit is conducted; assists and confers with independent auditor(s) as necessary.
5. Oversees preparation of City's payroll, accounts payable, and accounts receivable functions, including preparation and processing, monthly reports, and associated deposits.
6. Manages Human Resources functions related to recruiting, onboarding, employee benefit administration, performance management, and safety.
7. Administers the City's participation in the Oregon Public Employees Retirement System (PERS).
8. Prepares necessary documents for approval, advertisement, printing, and sale of warrants to finance the construction, and bonds to provide long-term financing, of public improvements for the City; signs and delivers bonds when sold, and receives monies; provides the necessary documents for the acceptance of the bonds.
9. Provides for preservation, retention, and destruction of City finance records in accordance with state and federal laws and City policy.
10. Disseminates financial notices and information to departments, financial institutions, and state, federal and private agencies as required.

#### NECESSARY KNOWLEDGE, SKILLS & ABILITIES

*To successfully perform this job, one must possess the following:*

1. **Knowledge** of modern principles and techniques of governmental and municipal accounting and finance laws and rules, administration, organizational management, supervision, budget, and policy as well as knowledge of employment laws, rules, and regulations.
2. **Ability** to effectively apply management techniques, supervise subordinate personnel, and ensure that the department adheres to state and federal laws, department rules, and City codes and policies. Ability to read, comprehend, interpret, and apply laws and regulations. Ability to establish and maintain effective working relationships with other public officials, employees, vendors, the general public, and other individuals with

which the incumbent comes in contact during the course and scope of employment.

3. **Skills** necessary to effectively perform the duties and responsibilities of the position, including: excellent communication and negotiation skills; effective management and supervision skills; writing and public presentation skills; advanced computer skills including data entry, spreadsheet, word processing, and database applications; and, excellent attention to detail.

#### JOB QUALIFICATIONS:

*Job education and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience which ensure the ability to perform the work will be considered.*

**Education:** Bachelor's degree from an accredited college or university in Accounting, Finance, Business Management or closely related field required.

**Prior Experience:** Five years of progressively responsible related experience, including experience in a leadership role. Public budget and governmental accounting experience strongly desired.

#### PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, walk, reach, bend, kneel, stoop, twist, crouch, crawl, climb, balance, see, talk, hear, smell, and manipulate objects. Manual dexterity and coordination are required for more than half of the daily work period, which is spent either sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment or driving to meeting locations. The position requires a degree of mobility and moving materials weighing up to 5 lbs. frequently, up to 10 lbs. occasionally, and up to 40 pounds infrequently. This position requires both verbal and written communication abilities.

#### WORKING CONDITIONS:

While performing the duties of this position, the employee is generally working indoors in an office environment. The office setting does not expose the employee to hazardous conditions. The noise level in the office environment is usually moderate and lighting is adequate. Travel is required less than 10% of the work period.

#### ACCOMMODATIONS:

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.