



City of Irving Job Description

Chief Financial Officer

FLSA Status:	EXEMPT	Job Department:	Financial Services
Job Code:	1F01	Reports To (Job Title):	City Manager

PURPOSE

To direct and oversee Financial Services Department, including the development of financial statements, investment and cash management functions, debt management, development incentives, The CFO also serves as liaison to the TIF board, Audit & Finance Committee, Convention and Visitors Bureau, Irving Arts Center, and DCURD.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Oversee preparation of City wide monthly and annual financial statements, accounts payable, payroll, investing and debt activities.
- Direct staff members, including organizing and assigning work, evaluation performance, coordinating training, managing schedules and leave, and participating in interviewing and hiring.
- Coordinate with and participates in outside agencies and assigned boards and commissions to promote City and department goals and learn of best practices from organizations receiving, delivering or overseeing similar services.
- Answer questions and provide information to the public including investigating requests and complaints as well as providing information under public information requests.
- Oversee and negotiate economic development incentive contracts.
- Prepare and present updates about city and department activities and outcomes to key stakeholders.
- Lead bond meetings with rating entities and oversee preparation of all documents needed for such ratings.
- Oversee reporting relating to grants and emergency management assistance.

OTHER DUTIES AND RESPONSIBILITIES

- Prepare analysis and other information on as needed basis as requested by City Manager and Council.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 20-30 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Entire city budget-\$400-500 Million per year, depending on capital projects anticipated for the year.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor degree in Accounting or Finance

EXPERIENCE

- Over ten (10) years of related experience, including five (5) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- CPA License

KNOWLEDGE OF

- Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Bureaucratic Systems: Politics, power, and dynamics of the intergovernmental system.
- Municipal Operations: Current social, political, organizational, and economic trends affecting municipal government.
- Municipal Purchasing: Laws and procedures.
- Economics: Principles and practices of the financial markets, banking, and the analysis and reporting of economic data. This includes bond rating criteria.
- Public Funds Investment Act and municipal investment policies
- Municipal Tourism and Conventions: Vocabulary, variables, cycles, processes, procedures, and information resources related to destination management for a municipality.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Mechanical/Technical: Safely operating diverse office equipment including computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Written Expression: Communicating information and ideas in writing so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.

GUIDANCE RECEIVED

City Mission and Goals

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

CONTACTS

This position engages with citizens, media, regulatory agencies, auditors, rating agencies, legislators, underwriters, business leaders, and bankers.

EQUIPMENT AND PROPERTY

This position utilizes computers, copiers, phones, calculators, blackberries, and an iPad.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen and/or see. Frequently, s/he is required to sit, stand, talk, and/or walk. Occasionally, s/he must drive a vehicle, reach, lift, and/or stoop.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is quiet.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.