

ASSISTANT FINANCE DIRECTOR-BUDGETING

The City of Port Arthur seeks a qualified individual to fill an Assistant Finance Director-Budgeting position in the Finance Department. The successful candidate will be required to perform professional budgeting work including planning, directing, and reviewing of financial activities and budgeting control for all city departments and funds; direct the implementation of the City's annual operating and capital budgets; and prepare budgetary report statements and special financial analyses.

Experience and education equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or closely related field along with eight (8) years of increasingly responsible /significant administration and personnel management responsibilities, preferably in municipal or public accounting. A Master's degree or a CPA certificate is desirable.

The salary range for this position is \$89,726/yr. - \$108,846/yr. (DOE&Q) with a fringe benefit package after six (6) months of employment.

For earliest consideration, interested applicants should submit an online application using the 'APPLICATION LINK' instructions of the Employment tab



at www.portarthur.net by November 30, 2016.

CITY OF PORT ARTHUR
Attn: Human Resources Department
P.O. Box 1089
Port Arthur, Texas 77641-1089
Fax (409) 983-8282
Email: cheryl.gibbs@portarthurtx.gov

(EEO/AA/V/F/RC/H)

CITY OF PORT ARTHUR

JOB TITLE: Assistant Finance Director - Budgeting **EXEMPT:** Yes

REPORTS TO: Finance Director **NON-EXEMPT:** _____

DEPARTMENT: Finance **DIVISION:** Finance

SALARY RANGE: 59

DEFINITION

To plan, organize and direct the budgeting activities of the Finance Department including annual budgeting process; to supervise Department staff; to coordinate activities with other departments and to provide highly complex staff assistance to the Finance Director, City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Finance Director.

Exercise direct and indirect supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES – Essential and other important duties and responsibilities may include, but are not limited to, the following:

Develop, plan, implement and administer Department goals and objectives as well as policies and procedures necessary to provide financial services, which are budget related; approve new or modified programs, systems, policies and procedures.

Direct the development and administration of the Department's budget; direct, monitor and approve expenditures; make mid-year corrections.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Recommend appointment of, train, motivate and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; approve time cards and expense reports.

Assistant Finance Director – Budgeting (continued)

Participate in planning, directing and reviewing of financial activities of the City including budget planning, financial policy determination, economic forecasting, financial reporting, appropriation compliance.

Prepare budgetary and administrative reports and resolutions for presentation to the City Council.

Maintain mental capacity which allows the capabilities to:

- Exercise sound judgment and rational thinking under stressful circumstances
- Evaluate various options and alternatives and choose an appropriate and reasonable course of action
- Prepare complex policies and recommendations
- Effectively supervise personnel
- Operate effectively in an economically and culturally diverse environment

Maintain physical condition which will allow the capability to perform the following:

- Running, walking, crawling, or standing for extended periods of time
- Climbing stairs or ladders
- Moving loads of approximately 25- 50 lbs

Maintain effective audio-visual discrimination and perception for:

- Making observations
- Reading and writing
- Operating necessary and assigned equipment
- Communicating with others

OTHER IMPORTANT RESPONSIBILITIES AND DUTIES:

Represent the City before citizens and elected officials on budgetary and administrative matters of the City.

Direct the implementation and control of the City's annual operating and capital budgets.

Review and evaluate administrative and budgetary process systems and procedures of the Department and the City.

Assistant Finance Director- Budgeting (continued)

Oversight, including personal involvement, in the preparation of the annual operating and capital improvement budget; forecast City revenues, expenditures and year-end balances.

Provide budget management support and assistance to City departments.

Direct the preparation of budget and property tax reports as required by law; prepare various financial reports and analyses requested by the Finance Director, City Manager and City Council.

In the absence of or at the request of the Finance Director, meet and confer with bankers, financial advisors, and legal counsel on matters related to the planning, budget and management of City funds.

Perform related duties as assigned.

Assist, as time permits with duties and responsibilities associated with accounting, auditing & financial reporting.

QUALIFICATIONS

Knowledge of:

Modern and highly complex principles and practices of budgetary administration

Principles of personnel administration, supervision and training.

Modern office practices, procedures, methods, and equipment.

Laws regulating the budgetary administration of City government.

Budget preparation, program analyses, and revenue forecasting.

Applicable purchasing laws, rules, regulations, policies and procedures.

Advanced methods and practices of accounting and financial reporting.

Ability to:

Develop and install sound budget and related financial system and procedures.

Communicate effectively, both orally and in writing.

Prepare and analyze complex financial statements, reports, analyses, and correspondence.

Interpret applicable laws, rules, and regulations.

Assistant Finance Director – Budgeting (continued)

Select, supervise, train and evaluate professional, technical and clerical staff.

Maintain effective working relationships with members of the financial and business communities, staff, committee members, public officials, and the general public.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would be:

Experience:

- Eight years of increasingly responsible experience in accounting and financial work including significant administrative and personnel management responsibilities.

Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or related field.
- A Master's degree or CPA certificate is desirable.

License or Certificate

Possession of, or ability to obtain, an appropriate Texas driver's license.