

CITY OF CHATTANOOGA
Classification Specification Title: City Finance Officer

Department: Finance

Pay Grade: GS.26

Supervision Received From: Chief Operating Officer

FLSA Status: Exempt

Supervisory Responsibility For: Department Staff

Established: 6/29/07

Revised: 8/27/24; 3/26/12;

10/20/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for providing strategic direction for the fiscal affairs of the City and serving as the primary authority and spokesperson for the City on all financial matters. Duties include: advising the Mayor, City Council, and department heads on all fiscal matters; providing oversight and directions for preparation of the annual budget for all funds including appropriations to external agencies; directing preparation and execution of the City's financial reporting; formulating and implementing fiscal policies and procedures for all City departments and agencies to ensure proper internal controls; assisting in negotiations and reviewing all City provider contracts and agreements related to delivery of City services; providing oversight and control over the operations of the City Court Clerk; and reviewing and approving hiring, promotion, and reclassification of finance personnel. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

SERIES LEVEL:

The Administrator, City Finance Officer is the second level of a two-level executive management series in the Finance Department.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises Finance Department staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Provides strategic direction and oversees the activities and operations for the fiscal affairs of the City, which includes: planning, coordinating, administering, and evaluating programs, projects, strategic planning, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and, working to integrate and coordinate service areas.

Directs the preparation of financial reporting for the City, including the preparation of the Comprehensive Annual Financial Report (CAFR), the Comprehensive Annual Budget Report (CABR), long and short-term financing for City capital projects; SEC disclosures, Municipal Debt Official Statement, and/or other related items.

Recommends the approval and monitoring of providers on financial services to the City, such as banking services, underwriters, actuaries, and auditors.

Formulates and implements City policies and procedures for all City departments and agencies to ensure proper internal controls to safeguard City assets and comply with applicable regulations and guidelines.

Directs and oversees the billing, collection, deposit, and investment of property taxes and business taxes, as well as the collection of all other City revenues from all sources; ensures the proper collection and disposition of fines and citations in accordance with applicable City code.

Assists with financially-related negotiations, reviews, and approvals of all City contracts and agreements, such as employee benefits, service deliverables, and related items.

Reviews and approves the hiring, promotion, and reclassification of all City personnel.

Represents the department, and/or the City at a variety of meetings, public events, special economic or building projects, public/private partnerships, training sessions, on committees, boards and/or other related events or groups in order to receive and convey information.

Approves expenditures, ensuring compliance with applicable regulations and guidelines.

Analyzes and interprets complex financial information and documents; makes recommendations to the City Council and/or executive management on findings; provides guidance and expertise to internal departments on correcting problematic situations or applying sound financial treatment to issues.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

Directs the implementation of a variety of non-routine, complex projects related to financial operations.

Directs, oversees, and participates in the preparation of the annual operating and capital budgets for the City.

Provides oversight and control to operations of the City Court Clerk.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and responsibilities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance or related field and ten (10) years progressively responsible public sector accounting experience, with six (6) years at a management level; or any combination of equivalent experience and education.

All employees must maintain Tennessee residency from the date of hire

LICENSING AND CERTIFICATIONS:

Certified Public Accountant Certification. A valid Tennessee Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of leadership and managerial principles; advanced governmental accounting principles and practices; project management principles; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies, procedures, and standards; fund accounting systems and principles; advanced internal control practices; advanced financial analysis principles and methods; Generally Accepted Accounting Principles (GAAP); research methods and techniques; automated financial systems; and, policy and procedure development and implementation practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; understanding multiple objectives and assessing optimal courses of action; performing mathematical calculations; preparing and analyzing complex financial reports; reading, comprehending, and reviewing financial information; managing projects; managing and adapting to a rapidly changing environment; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of organizational goals; handling multiple tasks simultaneously; monitoring and evaluating accounting, payroll, and disbursement functions; collaborating with external agencies; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: fingering, talking, hearing, and seeing.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employee.