



City Hall
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Johnstown, PA 15901
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Job Title: Director of Finance

Department: Finance

Reports To: City Manager

General Description

Under the general direction of the City Manager, the Director of Finance plans, directs, manages, and oversees all activities and operations of the Finance Department. This position is responsible for the City's financial recordkeeping, accounting, budgeting, treasury and investment functions, debt management, rate and fee studies, and long-range financial forecasting.

The Director of Finance coordinates the preparation and analysis of financial and budgetary reports, ensures compliance with applicable federal, state, and local regulations, and provides highly responsible and complex administrative and financial support to the City Manager, City Council, and departmental leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assume full management responsibility for all Finance Department programs, services, and activities; develop, implement, and evaluate departmental goals, objectives, policies, and procedures.
2. Direct and oversee the maintenance of accurate and complete accounting records; ensure timely submission of all required annual financial reports to the Commonwealth of Pennsylvania and other required local, state, and federal agencies.
3. Plan, direct, and coordinate the Finance Department work plan through subordinate staff; assign projects and programmatic responsibilities; review and evaluate work methods and procedures; and implement improvements as necessary.
4. Lead and participate in the preparation of the City's annual operating and capital budgets, including development of the Management's Discussion and Analysis (MD&A).
5. Ensure the timely and accurate preparation of financial statements, statistical reports, and records in accordance with City policies and Generally Accepted Accounting Principles (GAAP).
6. Prepare or direct the preparation and reconciliation of journals, ledgers, and financial records; oversee reporting and submissions to regulatory agencies.
7. Coordinate and participate in the City's investment activities; develop and administer short- and long-term investment strategies to maximize safety and return while working with contracted investment advisors.

8. Plan and coordinate tax-exempt and other financing activities; review, analyze, and maintain bond issues; administer debt and capital financing programs.
9. Assist in the implementation and oversight of the City's fiscal management program, including general ledger maintenance, year-end audit coordination, and preparation of required financial reports.
10. Assess and monitor departmental workload, administrative systems, internal controls, and reporting relationships; identify opportunities for operational and financial improvements.
11. Select, train, supervise, motivate, and evaluate assigned personnel; coordinate staff training; address performance deficiencies; and administer discipline and termination in accordance with City policies.
12. Provide staff support to the City Manager; prepare and present reports, analyses, and correspondence as required.
13. Serve as the Finance Department liaison to City departments, elected officials, auditors, financial institutions, and external agencies.
14. Develop and administer the Finance Department budget; approve forecasts of funds needed for staffing, equipment, and materials; authorize expenditures and implement budget adjustments as appropriate.
15. Explain, justify, and defend departmental programs, policies, and financial recommendations; negotiate and resolve sensitive and complex financial issues.
16. Attend and participate in City Council meetings, committee meetings, and professional organizations; remain current on developments in municipal finance, accounting, and related fields.
17. Respond to and resolve complex or sensitive citizen inquiries and complaints related to financial matters.
18. Perform related duties as assigned.

KNOWLEDGE OF

1. Principles, practices, and operations of municipal finance and accounting.
2. Generally Accepted Accounting Principles (GAAP).
3. Financial recordkeeping, reporting, and internal controls.
4. Municipal budgeting, forecasting, and financial analysis.
5. Debt management, capital financing, and investment strategies.
6. Federal, state, and local laws, regulations, and reporting requirements.
7. Civil and/or municipal pensions
8. Nonprofit Grant accounting and state and federal grant management.
9. Principles of supervision, training, and performance evaluation.

ABILITY TO

1. Plan, organize, manage, and direct Finance Department operations.

2. Develop and implement departmental goals, objectives, and procedures.
3. Analyze financial data, programs, and policies and recommend effective solutions.
4. Prepare clear, accurate, and concise financial and administrative reports.
5. Interpret complex financial statements and accounting records.
6. Conduct financial analyses, forecasts, and feasibility studies.
7. Communicate effectively with elected officials, management, employees, and the public.
8. Maintain confidentiality and exercise sound professional judgment.
9. Supervise, train, and evaluate professional and support staff.
10. Identify problems, evaluate alternatives, and implement effective recommendations.
11. Research and evaluate new financial practices and service delivery methods.
12. Communicate clearly and professionally, both orally and in writing.
13. Ensure compliance with GAAP and applicable regulations.
14. Present financial information clearly to City Council, boards, and public audiences.

EDUCATION AND EXPERIENCE GUIDELINES

Education:

Bachelor's degree from an accredited college or university with major coursework in business administration, finance, accounting, or a related field. A Master's degree is preferred.

Experience:

Eight (8) years (preferred) of progressively responsible experience in finance, general accounting, or a related field, preferably in a municipal or public agency setting, including at least three (3) years in a management or supervisory role.

License/Certification:

Valid Pennsylvania driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office environment with occasional travel to meetings and work sites. Exposure to varying weather and temperature conditions may occur.

Physical Requirements:

Essential functions require the ability to sit or stand for extended periods; occasionally stoop, bend, kneel, crouch, reach, and twist; lift and move light to moderate objects; operate standard office equipment including computers and keyboards; and communicate verbally and in writing.

Vision and Hearing:

Ability to see and hear within normal ranges with or without reasonable accommodation.