

City of Cambridge, Maryland  
CLASS SPECIFICATION

## **FINANCE DIRECTOR**

**DEFINITION OF CLASS:** This is highly responsible administrative work involving planning, coordinating and directing the collection, custody and disbursement of taxes and other public funds and the proper recording of all financial transactions. The employee has wide latitude for exercising independent judgment and action in accordance with applicable Federal, State and local laws and regulations. This position is "Non-Classified, Exempt" and is appointed by and serves at the pleasure of the City Manager with concurrence of The Commissioners of Cambridge. The position reports to the City Manager.

**EXAMPLES OF DUTIES (Includes, but is not limited to):**

Assumes overall responsibility for the collection, custody and disbursement of all taxes, special assessments, license fees, liens, and all other revenues and public funds for the City and for the proper recording of all municipal financial transactions.

Directs and coordinates the billing, collection and recording of City taxes and other assessments levied by the City.

Directs and coordinates the collection and recording of daily receipts including parking fines, license fees, slip rentals, and other revenues due the City.

Supervises and trains clerical staff in the proper methods and procedures of financial recording and collection, preparation of City payroll and associated reports, reconciling levies and bank accounts, and disbursement of funds in payment of City obligations.

Prepares various financial and administrative reports for or on behalf of the City Manager including a monthly report show the receipt of all revenues and disbursement of all expenditures for the month and for the fiscal year to date by line item.

Prepares a monthly report showing the reconciled account balance of each bank account and each fund including the sewer fund.

Prepares and submits to the city manager a proposed annual operating budget for the finance division and assists the City Manager with the city budget as directed.

Maintain tickler system for tax certificate compliance related to bonds and bond compliance records.

Oversees the collection, disbursement, and accounting of all grant funds

Oversees the administration of any property tax allowances and PILOT programs.

Manages the billing, collection, and reporting of taxes, payments, and/or fees associated with Enterprise Zones

Coordinates and oversees purchasing systems

Monitors and ensures contract compliance, including maintaining contracts and compliance records.

Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance or related field (MBA, CPA preferred). A minimum of five years of accounting work experience is required. Additional accounting experience is highly desirable, or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Knowledge of municipal accounting and auditing including enterprise funds, Considerable knowledge of Generally Accepted Auditing Standards (GAAS); considerable knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of principles and practices of municipal finance administration.

Knowledge in technical, hardware and software operations of computer system.

Knowledge of modern office practices, and procedures, and equipment.

Ability to supervise the work of departmental staff including; coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplinary staff;

Ability to analyze and interpret complex fiscal and accounting data and prepare appropriate statements and reports.

Ability to carry out complex oral or written instructions.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with city employees, division or departments heads, city officials, and the public.

Understanding of the city's political environment and sensitivities; ability to function effectively within that environment.

Ability to deal courteously and tactfully with the public.

Ability to exercise good professional judgment and integrity.

**LICENSE AND CERTIFICATIONS:**

Possession of a valid "Class C" Maryland driver's license. License is to be in good standings and acceptable by the City of Cambridge, and/or its insurance carrier.

**PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment including but not limited to a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials, and a computer screen; and hearing and speech to communicate in person before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas is expected.

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard, and/or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information.

Employees must possess the ability to lift, carry, push and pull materials and objects necessary to perform job functions.

**I, (name), have read and understand the expectations presented above and I can perform all the expectations and functions without a reasonable accommodation.**

\_\_\_\_\_  
Date Supervisor (City Manager) \_\_\_\_\_  
Date

**Revised: March 1, 2021**