

## Council Agenda Report

**Date:** September 12, 2016

**Prepared by:** Ginger Heatwole, Finance Director

**Submitted by:** Sandra Tripp-Jones, City Manager *STJ*

**SUBJECT:** Finance Director Job Description

**Recommendation:** That Council approve amendments to the Finance Director Job Description.

**Discussion:**

**Bond Requirement:**

In Spring of 2016, the City was able to refinance the 2005 and 2006 bonds at a considerable savings. As a part of the refinancing, the City went to the public bond market. As part of receiving a public bond, the City has to comply with certain tax certificate requirements including a tickler system to ensure ongoing monitoring and filing of financial reports. The compliance requires that the Finance Director's position be updated with language related to the compliance of maintaining the tickler system. In the attached Finance Director job description, under Example of Duties, "maintaining tickler system for tax certificate compliance related to bonds" has been added (see yellow highlight). This language will make the job description be in compliance with the tax certificate.

**Other Changes:**

- Conformity with City Manager Charter change, placing the position under the City Manager, with appointment or termination by the City Manager with the Mayor and Council's advice and approval.
- Recognition of the Finance Director's role in budget development and monitoring and oversight of purchasing and contract compliance.

**Approved by:**

Code No. 102  
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 services at the pleasure of the City Manager with concurrence of the Mayor and City Council. 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 Council.

Prepares annual operating budget for Office of the Financial Administration, takes lead role in budget development, in support of the City Manager, and renders technical advice and assistance to other Departments in the preparation of their budgets.

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

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). Eight years of progressively responsible related experience in a municipal position and a Certified Government Financial Manager (CGFM). Experience in a town similar in size to the City of Cambridge 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 including budget preparation.

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 staff, other Town employees/ departments, Town officials, and the public.

Understanding of the Town'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 standing and acceptable by the City of Cambridge, and/or its insurance carrier.

Certified Government Financial Manager (CGFM). Certification must be maintained.

**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 may be required.

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.