



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

## CITY OF PARKVILLE JOB DESCRIPTION

### Finance Director

**Title:** Finance Director

**Department:** Administration

**Supervisor:** City Administrator

**FLSA Status:** Exempt

**Starting Pay Range:** \$85,000-\$102,690

**Schedule:** 8:00 a.m. – 5:00 p.m., Monday - Friday, occasional weekend and evening hours as needed, especially during peak work periods (i.e. annual budget)

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**Overview:** The city of Parkville Finance Director reports to the City Administrator and serves as an integral member of the city management team responsible for providing leadership support to the City; plan, direct, manage and oversee the activities and operations of the Finance Department including accounting operations, budget, investments and financial analysis, planning and audits, and working with Human Resources for payroll operations; coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex city management support to the City Administrator.

#### **General statement of main duties:**

As a successful top performer, you will excel in the following (but not limited to) essential functions:

#### **City Operations:**

- Assist in driving business impact to positively affect community growth, change, and citizen satisfaction with their municipal team and services.
- Develops and implements budget and long range fiscal goals for the City; monitor revenues and expenditures for all funds; prepares financial reports, fiscal statements, analyses and audits; oversees the maintenance of financial records and files; oversees capital improvement spending; conducts research and fiscal/budget related programs initiated by the Board of Aldermen; and analyzes financial accounting system for best practice use.
- Oversees and manages complex and sensitive operational analyses and projects for City-wide financial issues.

**Department Operations/Oversight:**

- Proactively manage department functions ensuring community's needs are being met.
- Architect of workforce and workflow planning, ensuring elected officials' goals and objectives are carried through and provided to our citizens.
- Provides direct oversight of programs and operations of assigned department including developing and coordinating departmental budget; establishing appropriate service and staffing levels; monitoring and evaluating service delivery methods and procedures; responsible for effective employee relations, diversity and staff development; departmental strategic visioning; and implementation of policies and programs supporting departmental and organizational mission and goals.

**Strategic Partner:**

- Share opinions and ideas regularly and actively participate in department functions, team meetings and citywide management functions.
- Performs duties with intentional thought for organizational designs, workflow and operations.
- Participates in framing the Board of Aldermen vision and strategies for accomplishing organizational initiatives; advocates City, Federal, State and regional cooperation where opportunities exist to further the City's goals.
- Represent the Finance Department to other city departments, elected officials and outside agencies; coordinate activities with those of other departments and outside agencies.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of financial management.
- Performs other duties as needed to ensure quality municipal services for our citizens.

**Citizen/Customer Relations:**

- Proactively engage and interact with citizens to ensure their customer experience leaves a positive impact.

**Experience and Training:**

- Ten years of increasingly responsible experience in finance/accounting, municipal administration, personnel management, business management, or a related field including some supervisory experience.
- Equivalent to a Bachelor's Degree from an accredited university with major course work in accounting, governmental accounting, public administration, political science, business administration, or a related field. Master's Degree preferred.

**Ability to:**

- Understand and positively promote the organization and operation of the City while strategically implementing needed changes.
- Prepare and present ideas that support overall goals of the department and City.
- Provide established return on investment through outcomes of work performed.
- Stay informed and educated of industry best practices and trends.
- Provide organizational and management leadership and direction for assigned department as applied to the analysis and evaluation of programs, policies and operational needs.
- Prepare clear and concise plans, reports, analyses and project updates including research and editing techniques and effectively present said information.

- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions and implement recommendation in support of goals.
- Read and interpret complex data, information and documents.
- Interact, respond, resolve and prevent future incidents involving requests and inquiries from customers/citizens in a professional, positive, friendly and helpful manner.
- Negotiate and resolve sensitive and controversial issues with citizens.
- Work under steady pressure with frequent interruptions and a high degree of public interaction.
- Maintain physical condition appropriate to the performance of essential duties including operating and maintaining assigned equipment.
- Maintain mental capacity which permits satisfactory performance of essential functions including decision-making, communication, teamwork and positive customer/citizen interactions and experiences.
- Identify and respond to address Board of Aldermen issues, concerns, needs and priorities.
- Facilitate and direct work groups, teams and committees; present ideas, alternatives and options to resolve departmental problems and meet goals.

**Work Environment and Equipment Utilized:**

Standard office equipment is utilized routinely for the position and performed indoors in a typical office environment with adequate lighting, ventilation and temperature controls.

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Employee Signature/Date

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Supervisor Signature/Date

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City Administrator Signature/Date

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Human Resource Director Signature