



CITY OF  
**Anadarko OK**

## CITY OF ANADARKO JOB DESCRIPTION

<b>Work Status: Full Time</b>	<b>Job Title: Director of Finance</b>
<b>FLSA Status: Exempt</b>	<b>Department: Administration</b>
<b>Starting Salary: \$</b>	<b>Normal Work Hours: 8:00 AM – 5:00 PM</b>
<b>Date of Last Revision: 08/15/2022</b>	<b>Safety Sensitive: NO</b>

### NATURE OF WORK

This is responsible administrative and financial work in directing all activities related to finance. This position performs a variety of routine and complex professional, administrative, and technical accounting and finance functions in maintaining the fiscal records and systems of the City. Take direction primarily from and reports initially to City Manager and City Clerk.

Duties involve responsibility for preparation of the Annual Budget, the Capital Improvement Program, and investment of funds, risk management, and active supervision of day-to-day finance department operations. Although the employee directs a variety of specialized financial and related fiscal operations, the primary emphasis is upon the formulation and execution of broad policies rather than upon immediate technical supervision and participation in the detailed activities of these operations. Considerable emphasis and responsibility is directed at the development of effective procedures and procedural improvements in the fiscal system of the City. Work is carried on with considerable independence but is subject to administrative direction and review by the City Manager.

### ESSENTIAL JOB FUNCTION

1. Maintains all financial records and reports. Supervises and reviews the general procedures, methods, and results of the various divisions and activities of financial aspects of the City of Anadarko. Forecasts, estimates and monitors the financial condition of the City to assure the fiscal well-being of the City.
2. Confers with and advises supervisors concerning difficult work problems, the development and installation of new work procedures and policies, and appropriate methods of coordinating services; directs the continuing evaluation of financial programs and services.
3. Oversees process (as appropriate) and act as backup for processing all payroll, accounts payable and accounts receivable, revenue and expense, fixed assets, cash, bank reconciliations and allocations. Supervises the collection of taxes, fees and other receipts in accordance with laws and regulations.
4. Directs and participates in the investment activities for all City funds in order to obtain maximum financial return consistent with legal requirements and prudent financial management; reviews investment practices and recommends and implements changes as indicated.
5. Participates in the formulation of financial analyses and reports; interprets and summarizes such studies; contacts other departmental officials for necessary data or action and develops financial studies and plans.
6. Provides instruction and advice to the various departments regarding the City's fiscal policies and administrative procedures; participates in the preparation and execution of the budget.
7. Confers with members of the public about special financial matters affecting interested private parties and the City; interprets financial policies, objectives, and requirements.
8. Coordinates and develops annual budget preparation process.
9. Monitor and review, bank accounts, and Incode reports on a daily basis.
10. Monitor fix assets and inventory, working with department heads to ensure accurate and complete listing, tagging, and surplus of assets.

11. Attends professional meetings and seminars, participates in panel discussions, and speak in arrears of expertise. Attend City Council meetings, staff meetings and other conferences as directed by the City Manager.
12. Performs all other related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of governmental accounting, budgeting and payroll administration.
- Working knowledge of laws pertinent to taxation in Oklahoma.
- Ability to analyze and interpret fiscal and accounting records, prepare comprehensive financial statements, reports, and recommend and administer general internal control.
- Ability to communicate ideas, explanations and recommendations clearly orally, graphically and in writing.
- Ability to establish and maintain effective working relationships with department heads, other employees, public officials and the general public.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Problem solving, research, critical thinking, multi-tasking and organizational skills is a must.
- Ability to use a computer and office machine with a great deal of effective.

**EDUCATION, EXPERIENCE AND TRAINING REQUIRED**

Position requires Bachelor's degree (Preferably Master's degree in Finance, Accounting, Public Administration or Business Administration etc.). Or two years' experience in accounting, and/or Finance, possession a professional certification such as a CPA.

- Knowledge of financial forecasting
- Detail and results oriented
- Ability to take complex data and find the key metrics.
- Experience managing a company's cash flow.
- Expert level problem solver and analytical.
- Leadership and business acumen.

**SUPERVISORY RESPONSIBILITY**

Oversees several functional areas or departments.

**WORKING CONDITIONS**

Physical surroundings are pleasant and comfortable, with little or no exposure to injury or other health hazard.

General office conditions.

May occasionally lift boxes weighting more than ten pounds.

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The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent.

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Finance Director position and I certify that I can perform these functions.

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Applicant Signature

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Date

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Witness

\*Management has the right to add or change these duties of the position at any time.

LAST DATE OF REVISION: 08/15/2022