



Director of Finance

Salary: \$107,274 - \$116,117 DOQ

Type: Exempt

Benefits: Full Benefits

Closing Date: First Considerations by 03/24/2024

About Finance

The Finance Department establishes and implements the financial policies and procedures of the City, invests city funds, and handles deposits and payments of city monies. The Finance Department accepts payments for the following: water/sewer/trash disposal fees, parking tickets, building permits, personal property taxes, trash can purchases, code books, City licenses and real estate taxes.

Profile

This highly responsible position requires independent initiative, judgment, and decision making. The Director of Finance is required to plan, organize, and perform a variety of duties related to safeguarding the assets of the organization, adheres to generally accepted accounting standards, maintains and improves the system of internal controls, develops efficiencies in transaction processing via technology, and communicates effectively with administrators, employees, and vendors. Directs and performs the essential functions of the Finance Office of City of Salisbury.

Preferred Education

Bachelor's degree in accounting, finance, or related field.

Preferred Experience

Experience in governmental accounting preferred.
Five years of successful experience in a related field including supervisory experience.

Requirements/Certifications

Certified Public Accountant (CPA) preferred. Valid Driver's License.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD

Classification Description

Classification Title: Director of Finance

Grade: M14

Department: Finance

FLSA Status: E

Date: 02/15/2024

Position Profile:

This highly responsible position requires independent initiative, judgment, and decision making. The Director of Finance is required to plan, organize, and perform a variety of duties related to safeguarding the assets of the organization, adheres to generally accepted accounting standards, maintains and improves the system of internal controls, develops efficiencies in transaction processing via technology, and communicates effectively with administrators, employees, and vendors. Directs and performs the essential functions of the Finance Office of City of Salisbury.

Duties and Responsibilities Include

- Serves as a member of the City Senior Staff.
- Directs the activities of the Finance Department including accounting, payroll, and accounts payable; coordinates these activities with other departments.
- Supervises the Finance Department staff.
- Prepares annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Manages cash and invests funds in excess of current operating needs.
- Oversees banking relationships.
- Manages and coordinates all audits.
- Prepares and explains financial reports and other management information reports for internal and external parties as needed.
- Maintains a system of funds and accounts that ensures accurate and timely fiscal reporting.
- Performs detailed accounting, monthly internal reporting, and other finance functions as workload dictates.
- Responds to inquiries from stakeholders.
- Maintains appropriate internal control structure.
- Assures compliance with applicable laws and regulations.
- Advises the City Administration on financial, audit, and payroll matters.
- Makes public presentations as required.
- Maintains the confidentiality of information.

Skills Proficiency/Strategic Planning: Develop and implement policies for the organization that are pertinent to the administration of accounting, payroll and related functions.

- Provides technical advice and guidance to District administrators on complex accounting, payroll, and related matters.
- Analyzes state legislative and administrative decisions, regulations, and policies to determine their impact on the accounting, payroll, and related operations of the City and makes recommendations on how to implement new requirements.

Leadership/Team Leader: Provides strong guidance and oversight. Instills confidence and inspires action while maintaining accountability.

- Supervises and leads team, which consists of billing, collections, payroll and revenue accounting.
- Collaborates with the leadership team of other City departments and stakeholder groups.

Stewardship/Financial: Manages preparation of capital and operating budgets within established guidelines.

- Manages reconciliation of General Ledger for all assigned balance sheet accounts to support documents on a quarterly basis.
- Monitors and reviews Operating budget.

Development/Leadership Development: Engage in leadership development and stay up to date about emerging finance related issues.

- Manages services provided by finance department to other City departments.
- Attends professional workshops and meetings related to finance.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's degree in accounting, finance, or related field.
- Certified Public Accountant (CPA) preferred.
- Experience in governmental accounting preferred.
- Five years of successful experience in a related field including supervisory experience.
- Proficient in Microsoft Windows Operating System and Microsoft Office software programs.
- Experience with an integrated financial software system,
- Able to work independently.
- Excellent written and oral communication skills.
- Able to train staff at desk-side or in front of a group.

Physical Requirements

- Work requires no unusual demand of physical effort.
 - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
-

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.