

CITY OF SEWARD
POSITION ANNOUNCEMENT
Finance Director

The City of Seward is seeking applications from interested persons for the position described below. Completed job applications and a current resume can be submitted to the City of Seward Personnel Office. This position will remain open until filled.

Finance Director:

This is a regular full-time position with benefits, starting at \$39.56/hr (Range 26.0A), dependent upon experience.

General duties include but are not limited to, being responsible for the financial operations of the city, including planning, coordinating and directing the budgetary, accounting, debt service, financial planning, auditing, revenue collection, disbursements, data processing, property and asset management, investment, capital financing, and purchasing activities of the City. Direct supervision is exercised over employees in the finance department. Substantial latitude is granted for the exercise of independent judgment and initiative. In the absence of the City Manager, an employee in this class may temporarily assume responsibility for duties of the City Manager. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the City Council, City Manager, department heads, investment and lending institutions, Federal and State agencies, the media, other municipal finance officers, local vendors and suppliers, customers, and the public. Advises the City Manager and City Council on all financial matters of the City, including the financial condition of all funds of the city. Invests funds consistent with the principles of safety, liquidity, and maximum yield, according to standard financial practices and in accordance with the City's authorized investment policies. Coordinates short-term financing including capital leases and grants, as well as long-term financing by developing bonding proposals and coordinating the sale and redemption of general obligation and revenue bonds. Prepares biennial operating and capital budgets and assists the City Manager in presenting them to the Council. Exercises budgetary control and reporting over all departments. Prepares management and budget reports and the Comprehensive Annual Financial Report. Makes analyses, studies and projections as required. Conducts internal audits of accounting system and certifies record accuracy and budget compliance. Hires, trains, assigns, prioritizes, supervises, disciplines, motivates and evaluates the work of all department personnel and oversees the professional and technical development of supervised staff.

Education and/or Experience required:

Bachelors' degree from a college or university in accounting, finance, business administration, public administration, management or closely related field. Ten years of government financial management and fund accounting experience which includes at least five years supervisory experience. Certified Public Finance Officer or Certified Government Financial Manager designation desirable. Demonstrated experience in the following: municipal finance; fund accounting; public agency budgeting; auditing; risk management, public sector treasury and investment management; debt service management; financial analysis; operations of automated, integrated financial management systems; and general management.

Successful applicants must pass a background investigation and drug testing. A complete job description and employment application can be obtained from City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing HR@cityofseward.net .

The City of Seward is an Equal Opportunity/Affirmative Action Employer