



Approved by:	Jo Kiel, Director of Human Resources
Date approved:	January 3, December 13, 2022
Job title:	Chief Financial Officer, Director of Finance and Records, an exempt position, paygrade 36
Reports to:	Mayor and Deputy Mayor

Job purpose

Working under the policies, budgets, and directives established by the Mayor and Zionsville Town Council, the Director is the senior paid staff executive responsible for all operations of the Department of Finance and Records. As a member of the mayor's leadership team, the Chief Financial Officer plans, organizes, and directs budgeting, accounting, auditing, and financial reporting functions of the Town of Zionsville. Develops, administers, analyzes, and maintains the internal and external financial reporting, planning, and analysis; debt management; financial policies and procedures; and key performance indicators. The position interprets and administers federal, state, and local laws, regulations and policies relevant to municipal finance. Advises Town Administration regarding complex administrative and financial issues.

Duties and responsibilities

Exercising appropriate discretion and judgment, the Director's functional responsibilities include: Provides broad oversight and directs the operations of the Department of Finance and Records:

- Receive, record, and disburse monies in accordance with generally accepted accounting standards and State Board of Accounts requirements.
- Prepare financial statements as required by Town of Zionsville and State of Indiana.
- Administer grant receipts and disbursements.
- Work collaboratively with other Department Managers/Directors to jointly achieve objectives.
- Develop and maintain trust and effective working relationships with elected officials, town employees, private and non-profit representatives, and citizens.
- Develops and implements strategic framework, goals, and objectives in line with the town's strategic framework.
- Reviews, recommends, and administers policies and procedures.
- Oversees and directs projects, programs, and operations.
- Develops key performance indicators and benchmarks.
- Evaluates activities and operations.
- With input from and in coordination with other Directors, the Mayor and Deputy Mayor and Town Council, Department Managers, develops, implements, and administers the annual budget.

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Knowledge and experience

- Public-sector financial administration principles and practices, including the principles of governmental accounting and financial reporting, debt administration, budgeting, purchasing.
- ~~Proven ability to analyze programs and benefits regarding revenue generation and cost-savings opportunities.~~
- Public records maintenance and disclosure requirements.
- Demonstrated collaboration, and communication abilities.
- Proven commitment to public service, transparency, and accountability.

Skills and Abilities

- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills.
- ~~Demonstrated ability to identify and implement innovative solutions to complex problems.~~
- ~~Demonstrated ability to develop, analyze and base decisions on relevant performance metrics.~~
- ~~Experience overseeing the development and implementation of strategic plans to meet an organization's future needs.~~
- Communicate effectively, both orally and in writing; demonstrated skill in public speaking and presentation.
- Assigning, prioritizing, monitoring, and reviewing work assignments.

Qualifications

- A minimum of a high school diploma is required. An associate's or bachelor's degree, or equivalent, in accounting or business is preferred. Bachelor's degree in finance, public administration, business administration, accounting, or a related field required. Master's degree preferred.
- A minimum of 10 years in related experience involving accounting and/or management is desired.
- At least three five years progressive supervisory responsibility.
- ~~Eight to ten years of progressive responsibility managing the finances of a major governmental organization, along with the ability to manage intergovernmental relations with surrounding communities and a demonstrated ability to understand the many facets of complex issues.~~

Working conditions

Essential job duties are performed indoors in climate-controlled environment.

Primary work surface is even, dry, carpeted, or tiled floor.

Work may be done alone or with co-workers with general directions from the supervisor.

The ability to work on several tasks at the same time and complete tasks effectively is required.

Physical requirements

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift 15 pounds at times.

Working conditions

The duties are mainly confined to the office environment.

Physical requirements

This job requires extended periods of typing and working on a computer while sitting at a desk. It may require minimal lifting or bending.

Direct reports

Deputy ~~Chief Financial Officer~~ Director of Finance and Records
Accounting Specialist
~~Court Administrator~~
Public Assistance
Municipal Relations Coordinator - for the purpose of serving as clerk of the Town Council

Employee Signature:	
Date:	
Print Name:	