# City of Rapid City
## Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Finance Director</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>FIOF</td>
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<tr>
<td>Pay Grade:</td>
<td>27</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<tr>
<td>Date Revised:</td>
<td>2/11/2022</td>
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</tbody>
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**General Summary:** This position is the City’s Chief Financial Officer and bear ultimate responsibility for providing leadership and direction in all areas concerning the financial interests and operations of the City. This includes accounting, financial reporting, banking and investments, budget and financial forecasting, capital programming, debt management and financial analyses.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, organizes, and directs all financial activities of the City.
- Supervises and directs the activities of multiple financial and budgetary programs including tax increment districts, investments and banking and administration of the City’s debt.
- Establishes investment objectives and evaluates results, Invests cash balances of all funds.
- Prepares debt redemption schedules.
- Lead and directs preparation, presentation and implementation of City operating and capital budgets; periodically reviews expenditures to ensure adherence to budgetary limitations.
- Oversees the overall direction, coordination, and evaluation of the Finance Department.
- Advises Mayor and Council on fiscal policy including investments, financial and tax policy, and long-range financial planning.
- Oversee the issuance and administration of debt financing activities, including the services of bond counsel, rating agencies, trustees and investment advisors; negotiation of terms and conditions of debt financing to include but not limited to, general obligation, sales tax or special revenue bonds, lease/purchase contracts, tax increment financing and any other debt financing.
- Supervises and directs the activities of the City’s debt administration. Prepares debt redemption schedules.
- Participates in labor negotiations.
- Communicates the City’s financial position and results of operations to elected leaders and the general public. Educate elected leaders, City personnel and the general public on financial and business activities.
- Reviews and recommends change in revenue sources.
- Responsible for ensuring the City’s financial and business services comply with all policy directives, resolutions, ordinances and contracts approved by the City Council, South Dakota Codified Laws and applicable federal regulations and guidelines.
- Responsible for municipal elections.
- Represents the City and the Finance Department at City council meetings (serving as recording officer), other public meeting and serves on various boards and committees. Responsible for public relations activities for the Finance Department.
- Provides team leadership and foster collaborative relationships between the Finance team and other City departments.
- Manages staff by interviewing, hiring and training employees; planning, assigning and directing work; appraisal performance; rewarding/disciplining employees; addressing complaints and resolving problems.
Qualifications:

Education and/or Experience:

Bachelor's degree from four-year college or university in Business, Finance, Accounting, Public Administration, or related field and ten (10) years of directly related experience; to include five (5) years’ experience supervising major accounting functions. MBA, MPA or EMPA preferred. Experience in governmental accounting or fiscal management desirable.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Certified Public Accountant (CPA) certificate with experience in public sector highly desired.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Most work is performed indoors in an office where interruptions may occur.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.