

requirements are met, including requirements set forth by the U.S. Securities & Exchange Commission (SEC), Municipal Securities Rulemaking Board (MSRB), U.S. Department of Treasury, Internal Revenue Service (IRS), Department of Local Government Finance (DLGF), and the Indiana Department of Revenue.

Executes internal control practices in compliance with State law as enforced by SBOA, including periodic reconciliation of bank statements with all recorded receipts and disbursements.

Assists the CFO & Controller, and/or Budget/Financial Analyst, with principal financial management functions such as, but not limited to:

Executes accurate and timely dissemination of financial management reports, including, but not limited to, recurring financial performance tracking reports, the city's annual financial statements, and budget summary reports. Operates financial systems, outsources financial services and projects, and protects data to mitigate risk and enhance the city's value.

Assists with city financial risk management, including administering various self-insurance funds. Protects the city's credit rating and serves as an auxiliary liaison with all major credit rating agencies.

Makes presentations to the Common Council and other committees on accounting information and financial reports as needed.

NON-ESSENTIAL JOB FUNCTIONS:

May perform other duties of CFO & Controller in his/her absence.

Periodically attends training seminars as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in accounting, economics, finance, business, or public administration, Certified Public Accountant (CPA) designation, and a minimum of five years of related experience, or equivalent combination of education and experience. Two years supervisory experience preferred. Government Finance Officers Association's Certified Public Finance Officer (CPFO) designation preferred. Private sector accounting experience does not translate directly to governmental accounting.

Advanced knowledge of the principles and practices of general governmental and municipal accounting, preferably in Indiana. Working knowledge of Federal, State, and City policies, procedures, and legal requirements; and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Advanced knowledge of and ability to make practical application of financial and accounting principles, ability to perform relevant arithmetic and algebraic calculations, and maintain accurate records, including recording and reconciling financial data and creating related reports.

Thorough knowledge of the principles of budgeting and governmental accounting, ability to interpret financial records and reports. Thorough knowledge of the basic financial, statistical and comparative analysis principles, techniques and formulas.

Working knowledge of standard city contracts.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, postage meter, copier, and calculator. Advanced knowledge of Microsoft Office software, such as Word, Excel, Outlook, and PowerPoint.

Ability to develop and set policy governing financial activities of the City.

Ability to supervise and direct assigned personnel, including interviewing applicants, hiring, making work assignments, evaluating performance, and maintaining discipline. Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum or no supervision, often under time pressure.

Ability to prepare and make public speaking presentations, and effectively communicate orally and in writing with co-workers, other City departments, funding and regulatory agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Ability to maintain accurate records and prepare and submit detailed reports as required.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to occasionally work extended hours and occasionally travel out of town for training/seminars, sometimes overnight.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

II. RESPONSIBILITY:

Incumbent makes a major contribution to City operations in developing and administering personnel policies and procedures and benefits programs, and ensuring compliance with related state and federal regulations. Incumbent receives advisory direction from supervisor, discussing unusual circumstances or developments at incumbent's discretion. Incumbent's work is reviewed

primarily for appropriate supervision or direction of assigned operations and effect on related goals and objectives.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, City personnel, Board of Public Works and Safety, Common Council, and the public for purposes of exchanging information, explaining/interpreting policies and procedures, coordinating operations, and resolving problems.

Incumbent reports directly to the CFO & Controller.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting for long periods, sitting and walking at will, lifting/carrying objects weighing less than 25 pounds, close/far vision, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended hours and occasionally travels out of town for training/seminars, sometimes overnight.