

**POSITION DESCRIPTION  
CITY OF NOBLESVILLE, INDIANA**

**POSITION:** Deputy Financial Officer  
**DEPARTMENT:** Office of Finance and Accounting  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** April 2022 **STATUS:** Full-time  
**DATE REVISED:** **FLSA STATUS:** Exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves as the Deputy Financial Officer for the Office of Finance and Accounting, the city's second ranking financial management professional, after the Chief Financial Officer (CFO) & Controller, responsible for assisting with all city finance duties.

**ESSENTIAL JOB FUNCTIONS:**

Supervises and directs assigned personnel, including interviewing applicants, hiring and preparing related paperwork, planning/making work assignments, coordinating cross-training, providing corrective instruction, evaluating performance, and maintaining discipline. Trains new staff on processes and practices as needed.

Assists the CFO & Controller with principal financial management functions:

Assists in advising the Mayor on fiscal policy and financial management topics, including taxation, borrowing, investing, risk management, and allocation of funds.

Serves as an auxiliary liaison with the Common Council on all fiscal matters, providing support to the Finance Committee of the Common Council. Makes presentations to the Common Council and other committees on financial reports as needed.

Collaborates with city departments, assisting with strategic financial planning and analysis work. Executes financial management requirements and advises on financial issues, as appropriate.

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

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

Assists the CFO & Controller, and/or Deputy Controller, with accounting duties as specified by Indiana Code 36-4-10-5, including but not limited to:

Serves as the city's primary resource on all municipal budgeting laws, regulations, and processes.

Executes the city's annual budget development process and collaborates with departments to complete tasks.

Administers the city's multi-year capital budget process.

Executes tracking and reporting of funds appropriated by the city's fiscal body, including the encumbrance of funds in accordance with State laws regarding procurement. Serves as an auxiliary liaison with Federal and State agencies that regulate municipal finance.

### **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 and a minimum of five years of related experience, or equivalent combination of education and experience. Master of Business Administration (MBA), Master of Public Administration (MPA), and/or Government Finance Officers Association's Certified Public Finance Officer (CPFO) designation preferred.

Advanced knowledge of the principles and practices of general governmental and municipal finance, 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 applications, such as Word, Excel, Outlook, Teams, and SharePoint.

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 performs a variety of recurring and ad hoc duties requiring consistent attention to detail.

Incumbent works with minimum supervision, with work reviewed for compliance with technical accuracy and adherence to State laws, City ordinances, and City policy guidelines. Errors may result in loss of time for work correction and/or delays affecting other departments/agencies.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments, and occasionally with City Council members and the public for the purpose of exchanging financial information.

Incumbent reports directly to the Chief Financial Officer & Controller.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment involving sitting for long periods, typing on a computer for long periods, close/far vision, handling/grasping/fingering objects and occasionally involving lifting/carrying objects weighing less than 25 pounds. Incumbent occasionally works extended, weekend and/or evening hours.