



City of Milford
Finance Director
Pay Grade: 13

Employment Status: Full- Time

FLSA Status: Exempt

Experience Required: A minimum of eight (8) years' progressively responsible managerial, supervisory, and administrative experience in governmental accounting and finance; detailed knowledge of general laws and administrative policies governing financial practices and administrative policies for local government. NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300 training; FEMA IS-700, FEMA IS-800 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required.

Minimum Education Requirements: Bachelor's Degree in Accounting, Finance, Business Administration, or closely related field.

Direct Supervisor: City Manager

Supervisory Responsibility: Supervise a small group of employees.

Primary Work Location: Office setting

Job Summary: The Finance Director is responsible for managing, directing, and supervising the activities of the Finance Department, including overseeing the Customer Service Division. Key financial responsibilities include accounting, budgeting, payroll, debt management, investments, revenue collection, taxation, and fiscal activities. While the Finance Director consults with the City Manager on policy and planning matters, the position operates independently in overseeing departmental operations. The Finance Director also serves as a key member of the City management team.

The Finance Director shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Finance Director shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the City Manager.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Department & Personnel Management:** Directs the Finance Department and oversees the Customer Service Division; supervises, evaluates, and supports staff through counseling, discipline, performance appraisals, and professional development coordination.
- **Financial Reporting & Audit Oversight:** Ensures that annual financial statements and external reports are accurately prepared in a timely manner in compliance with GAAP and oversees the annual audit by external independent auditors.
- **Budget Preparation & Monitoring:** Prepares and monitors the City's annual capital and operating budget—including enterprise funds, inter-service funds, reserve funds, and multi-year capital improvement plans.
- **Monthly & Annual Reporting:** Prepares monthly and annual financial reports for review and approval by the City Manager and City Council.
- **Special Revenue & Government Reporting:** Oversees the collection and expenditure of all city special revenue funds (e.g., Legislative and Municipal Street Aid) and manages external government reports, such as Federal Energy Commission Reports.
- **Investment Program Administration:** Administers the City's investment program in



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accordance with State and City investment policies.

- **Bond Compliance & Issuance Coordination:** Ensures compliance with bond ordinances and resolutions, manages debt repayment, prepares required reports, and coordinates the bond issuance process by preparing supporting financial and statistical data and reviewing all bond closing documents.
- **Payment Authorization:** Reviews and authorizes requisitions and payments by check, wire transfer, and ACH.
- **Internal Control Development:** Develops internal control policies, guidelines, and procedures for all financial activities.
- **Professional Engagement:** Attends meetings, conferences, and training to remain current on trends in finance, budgeting, and accounting, and participates on committees, task forces, and work groups.
- **Other Duties:** Performs related work as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:
An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- City, state, and federal rules, policies, procedures, and applicable methods for compliance; generally accepted accounting principles and theory.
- GASB statements and federal and state financial reporting regulations, governmental accounting principles and practices, general trends, and current developments in public sector (governmental) accounting.
- Current Internal Revenue Service Regulations regarding payroll and taxable revenues.
- Municipal programs and service delivery systems.
- General principles of employee supervision as well as City Personnel Rules.
- Computer system applications related to municipal accounting, budgeting, and finance as well as Microsoft Office

Skills

- Able to understand written and oral communication.
- Time management.

Abilities

- Maintains complex financial records, and to analyze and prepare reports.
- Reads and interprets reports presented by consultants and other department, and to make succinct and concise summaries of such reports.
- Deals with and resolve problems for the public.
- Reacts immediately to the changing demands of the Finance Department.
- Develops, supervises, and evaluates staff effectively.
- Identifies problems and institute corrective procedures and polices within the areas of Finance, Information Technology, and Billing/Collections.
- Establishes and maintains an effective working relationship with the City Manager, elected City Officials, other department heads, other City employees, vendors, customers, other governmental agencies, and the public.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.

- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

City Manager:

Employee:

Human Resources Director:
