

DIRECTOR OF BUDGET AND FINANCE

Harrisburg, the Capital City of Pennsylvania, is accepting applications/resumes for the position of Director of the Department of Budget and Finance within the Administration of the City of Harrisburg. This position is responsible for the overseeing, leading and managing the City of Harrisburg's Department of Budget and Finance, including the Accounting Office, the Budget Office, the Office of Procurement, Collections and Grants Administration. The candidate for this position must possess a leadership style reflecting their ability to effectively lead a team marked by strong morale, sharing wins and successes, fostering open dialogue and ensuring accountability. Additionally, the successful candidate must be able to build rapport quickly and easily with a broad range of stakeholders both internally and externally, demonstrating a bias toward action and consensus building. The candidate will be noted for their problem-solving abilities and sound decision-making to effectively and efficiently carry out the work of the bureau and the department. Underscoring this style is integrity. The successful candidate will be known as someone who is trustworthy and seen as an individual who genuinely cares and is motivated by service to the community. Ensuring equity and fairness in all facets of principle duties and responsibilities is critical. This is a management position under the Direction of the Business Administrator. This is a management, FLSA-exempt position.

Qualified applicants will have a Bachelor's Degree in Accounting from a four (4) year college or university with major course work in accounting and six (6) years of progressive experience in professional accounting, auditing, and financial reporting work in government or industry, including two (2) years in a responsible management/supervisory capacity is required; two (2) years of experience with a public accounting firm is preferred or any equivalent combination of experience, education, and training which provides the required knowledge, skills and abilities. Must be able to be bonded. Possess a valid Pennsylvania State Driver's License, Class C. Possession of an MBA, MPA, CPA, CIA or CMA certification is preferred, but not required. Must be able to obtain a CPA or GFOA certification within five (5) years of starting in the position.

Competitive Salary: Depending on experience and qualifications, plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources

The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101

Phone: (717) 255-6475

Email: HR@harrisburgpa.gov (electronic submission preferred)

The City of Harrisburg is an Equal Opportunity Employer.

Eric Papenfuse, Mayor

www.harrisburgpa.gov

JOB TITLE:**GRADE: M-28**

Director
Department of Budget and Finance

GENERAL STATEMENT OF DUTIES:

The Director of Budget and Finance within the Administration of the City of Harrisburg is responsible for the direct administration and supervision of the City of Harrisburg's Department of Budget and Finance, which includes the Accounting Office, the Budget Office, the Office of Procurement, Collections and Grants Administration. This is highly responsible managerial and technical position, directing the financial functions of the City. Requiring a high level of administrative and supervisory work, including planning, directing, and controlling activities, programs and projects of the Department of Budget and Finance. Additionally, this position has immense responsibility for the operating budget, planning, supervision over all the accounting functions, accounting systems, procurement process and grants administration. The Director consults with the Business Administrator on fiscal issues and prepares data which is essential to policy and administrative determinations. General direction and supervision are received from the Business Administrator.

JOB LOCATION/EQUIPMENT:

The Rev. Dr. Martin Luther King, Jr. City Government Center, Suite 302, 10 North Second Street, Harrisburg, PA. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, this position requires twenty-four-hour daily availability with evening, weekend and occasional holiday duties. Work involves the use of a wide range of office equipment, personal computer and any other technological device as necessary or required.

ESSENTIAL FUNCTIONS:

The Director of Finance provides overall supervision and coordination of the Budget Office, Accounting Office, Office of Procurement and Grants Administration. The Director will consult with and review the works of subordinates, set forth desired objectives, develop operational plans for the Department to ensure that established goals and objectives are met, and propose changes in existing methods; The Director will oversee the preparation of the Comprehensive Annual Financial Report, municipal Annual Budget, Mid-year Fiscal Report, preparing forecasts, projections and comparison as needed; Responsible for coordinating the planning and conduct of the City's annual independent audit; Plan and organize the maintenance of the central accounting systems, budget records, pre-audit, posting of expenditures, accounting controls, revenue administration, investment programs and other related activities; Oversee the investment of City funds, reserves, OPEB Trust, etc.) in coordination with the City's financial advisor(s); Prepares and coordinates the financial aspects of the Capital Improvement Plan and capital improvement budget, preparing reports for the Mayor, Department Directors and City Council, as directed by the Business Administrator; Establish policies and procedures for the collection of Sanitation receivables; Supervises preparation of accounting statements

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ESSENTIAL FUNCTIONS (CONT'D):

on City financial affairs to administrative officials and the public and directs preparation of revenue, expenditure, debt, cost and other statements; Proposes and reviews proposed ordinances and resolutions related to expenditures, revenues, tax levies and other fiscal problems; Plans, directs and reviews the results of internal audits; Consults and advises administrative officials on the financial conditions of the City; directs receipt, deposit and investment of City monies, together with records there of; plans continuous internal audits of departments and units handling cash and maintaining subsidiary accounting records; Directs the purchasing activities and grants administration of the City; Assists with the administration of the City's Pension Plans; Represents the Administration and the Department before City Council, boards, and commissions; Serves as representative of the City to various interagency and coordinating committees, commissions, and authorities as assigned by the Mayor or Business Administrator; Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains effective working relationships with supervisors, City officials, co-workers and the public. Completes all assignments in an efficient, consistent, and timely manner.

NON-ESSENTIAL FUNCTIONS:

Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of modern office procedures, practices, and equipment as applied to accounting and financial operations.
- Considerable knowledge of the principles, practices, and methods of accounting with specific reference to public accounting.
- Considerable knowledge of the State laws and City ordinances governing the maintenance of financial records and the reporting of financial information.
- Knowledge of Generally Accepted Accounting Principles and Procedures (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Knowledge of financial markets, banking, analysis, and reporting financial data.
- Knowledge of employee benefits programs and HRIS programs.
- Knowledge of the applications of governmental and financial information systems.
- Knowledge of purchasing, procurement, grant administration and project management techniques and requirements.
- Advanced skill in developing and installing complex financial procedures and systems and in evaluating their efficiency and effectiveness.
- Advanced skill in analyzing and interpreting fiscal and accounting records and computer software manuals.
- Ability to analyze and prepare a variety of complex records, reports and other financial documents.

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Director

*Department of Budget and Finance***REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (CON'T):**

- Ability to interpret complex laws, mandates and regulations and apply them to a variety of accounting and audit systems.
- Ability to establish and maintain effective working relationships with consultants, contractors, City officials, employees, residents and the general public.
- Ability to foster and promote collaborative, positive, team-oriented work environment - both internally within and across departments and externally with community stakeholders.
- Ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations.
- Ability in working as a highly motivated, self-directed, and independent, yet team-oriented individual.
- Advanced skill in the use of Excel, Word, Outlook or comparable PC software.
- Advanced skill in managing administrative functions.
- Ability and experience in working as a problem solver.
- Ability to read, write, speak and comprehend English.

QUALIFICATIONS:

Bachelor's Degree in Accounting from a four (4) year college or university with major course work in accounting and six (6) years of progressive experience in professional accounting, auditing, and financial reporting work in government or industry, including two (2) years in a responsible management/supervisory capacity is required; two (2) years of experience with a public accounting firm is preferred or any equivalent combination of experience, education, and training which provides the required knowledge, skills and abilities.

Must be bondable.

Valid Pennsylvania State Driver's License, Class C required.

MBA, MPA, CPA, CIA or CMA certification preferred, but not required.

Must obtain a CPA or GFOA certification within five (5) years of starting in the position.