



City of Williamsport Position Opening

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| Job Title: | Director of Finance |
| Supervised By: | Mayor of the City of Williamsport |
| Supervisory Responsibility: | Budget and Fiscal Officer, Accounting Assistants |
| FLSA Status: | Exempt/Salaried |
| Position Type: | Full-time |
| Annualized Salary: | \$95,000 |
| Residency: | Per City ordinance, it shall be preferred that the position incumbent reside within City limits. |
| Date Created/Revised: | 7/2020, 5/4/2023 |

Note: The anticipated position start date is July 1, 2023.

The City of Williamsport, PA (population approx. 27,500) is the seat of Lycoming County. It is the cultural, financial, and commercial center of Central Pennsylvania. The City, which is closely located to I-80 and just along the [West Branch of the Susquehanna River](#), is surrounded by more than 300,000 acres of state game lands, making the area popular with all types of outdoors enthusiasts. Residents and their families enjoy above-average school systems and a relatively low cost of living. Williamsport was known as the “lumber capital of the world” in the late 1800s, but it is now best known as the “Home of Little League Baseball,” hosting the Little League World Series each summer, bringing in players and their families from all over the world!

As a member of the City of Williamsport’s administrative team, you would enjoy an employee-focused work environment with a competitive benefits package to include health insurance with low premiums and low deductibles, vision insurance and life insurance that is fully paid by the City, dental insurance, a pension plan and an option for additional retirement savings through a 457 account, Aflac options, and generous vacation and sick leave.

For more information, please visit the City’s website at www.cityofwilliamsport.org.

POSITION SUMMARY

The Director of Finance is responsible for all financial matters of the City. The Director assists the Mayor, department managers, and City Council in shaping and executing strategy and resource allocation to ensure maximum benefit for residents. The City's Finance Director promotes transparency, efficiency, and accountability, and serves as financial advisor to the Mayor, City Council, and administration.

ESSENTIAL DUTIES

Budgeting: Plan, evaluate, and direct departmental policies, programs, and operations related to the financial and budgetary activities of the City government. Develop and monitor performance on annual budgets. Direct audits and approve disbursements for goods and services within budget appropriations.

Financial Planning, Analysis, and Forecasting: Engage department and functional teams to ensure accurate monthly, quarterly, and annual forecasting. Develop and analyze long-range forecasts, trends, and issues to determine the impact of proposed operational changes. Facilitate the planning and deployment of resources to achieve objectives through the establishment and implementation of efficient tools and processes. Direct the financial operations of the City by an established central accounting system within commonly accepted governmental accounting principles.

Partner in Strategy Formation and Execution: Support a strategic review of ongoing and future operations and activities. Supervise the data processing functions to ensure that required programming is in place and that necessary records and reports are produced in a timely manner. Assist Human Resources in running cost projection reports during union negotiations for item(s) under discussion. Monitor the Treasurer's collection activity and custody of public funds. Oversee the application for and payment of debt obligations and related compliance.

Reporting: Prepare, analyze, and disseminate periodic and ad hoc reporting as required to support decision-making by preparing financial statements and cost reports at regular intervals. Represent the City Administration by preparing and presenting financial information to the City Council, committees, and other forums.

Optimize Working Capital: Develop and implement processes and procedures to maximize the City's cash position – revenues (collections), costs, the timing of payments to third-party vendors, and other expenses. Provide guidance to City leaders regarding cash management.

Drive Operational Performance and Internal Controls: Understand primary City functions and activities as well as their impact on revenues, costs, and risks. Develop and monitor key metrics and performance indicators. Demonstrate ownership of internal controls and ensure compliance. Serve as pension plan administrator. Identify and drive opportunities to streamline operations as well as reduce costs and risks. Follow the status of state and federal legislation impacting municipal government, revenues, or financial reporting.

Lead the Finance Team: In partnership with Human Resources, recruit, hire, manage, and retain strong talent to serve the City of Williamsport. Support professional development and growth opportunities for all employees. Maintain a deep bench strength and succession plan.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Financial acumen:

- Deep knowledge of financial planning and analysis (FP&A).
- Strong understanding of financial statements, accounting practices, administrative policies, and principles, practices, and processes of municipal budgeting.
- Knowledge of municipal bonds and contracts and available investment opportunities.

Negotiation:

- Understand market-based approaches for purchasing goods and services.
- Be well-versed in general contract terms and conditions.
- Engage legal counsel as needed.

Quantitative analysis and problem-solving:

- Gather information broadly and thoroughly to identify root causes.
- Effectively synthesize information from multiple and disparate sources before drawing conclusions.
- Supervise maintenance of complex administrative records and prepare reports.
- Recognize trends and notice connections among issues.
- Quickly identify errors, discrepancies, and/or faulty assumptions.

Communications:

- Must possess strong verbal and written communication skills and be able to communicate and maintain relationships with a wide variety of stakeholders including, but not limited to, City Council, committees and other forums, and the general public.
- Competency in Microsoft Office Suite; proficient in Microsoft Excel.

EDUCATION AND EXPERIENCE

- BS/BA in Accounting, Finance, Mathematics, or similar discipline.
- MBA or Master's degree in Finance or Accounting strongly preferred.
- 15-20 years of financial, business, or public administration experience preferred.
- Preparing and executing annual budgets.
- Financial planning and analysis.
- Fundamental accounting principles.
- Demonstrated audit results, corrective actions, and risk mitigation.
- People management/development skills.
- FBI and PA State Police background clearances required.

ESSENTIAL FUNCTIONS

- Must be able to sit, stand, and/or move for the duration of scheduled work hours.
- Must be able to sit at a desk in front of a PC for prolonged periods of time.
- Must be able to bend, stoop, squat, kneel; reach above shoulder level; and twist body periodically throughout the day.
- Must possess sight/hearing senses so that the requirements of the position can be fully met.
- Ability to utilize hands for repetitive actions.
- Able to work in a constant state of alertness and safe manner.
- Reasonable accommodations will be made to achieve essential functions of this position.

WORKING CONDITIONS

- Will work alone and with others.
- Will work mostly in an office setting with telephones, personal interruptions, and background noises.
- Will work in a public setting where moving around the office and interaction with City employees and retirees may be required.

Qualified candidates should submit a resume, cover letter, and at least two references (one personal, one professional) to the Human Resources Department, City of Williamsport, 100 West 3rd Street, Williamsport, PA 17701 or hrdirector@cityofwilliamsport.org.

The City of Williamsport is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race (e.g. ancestry, national origin, or ethnic characteristics; interracial marriage or association; and traits historically associated with race), religious creed, sex, affectional or sexual orientation, gender identity or expression, pregnancy, childbirth, breastfeeding, age, disability status, genetic information, protected veteran status, or any other characteristic protected by law.