



FINANCE DIRECTOR

Summary

Under general direction of the City Administrator and guidelines set by policy, supervises the City's accounting function and day to day Finance Department operations. Performs the duties of the Treasurer in the absence of the City Clerk. Responsible for the direct supervision and training of Finance Department employees. Performs all job duties in a professional and ethical manner.

DUTIES AND RESPONSIBILITIES

A. Accounting (70%)

- Responsible for the custody, collection, and accounting for all revenues and disbursements of the City and its departments, including ledgers, journals, and disbursement vouchers.
- Oversees accounts payable activities, accounts receivable activities, and other personnel as assigned by the City Administrator to ensure work is performed accurately and timely.
- Approves cash transfers of city funds to reimburse the Accounts Payable Clearing Account, the Payroll Clearing Account, and other accounts as necessary.
- Maintains all bank accounts for the city and reconciles those accounts monthly.
- Balances and maintains all accounts in the budgetary system with those in the general ledger accounting system to ensure that postings to these accounts are correct and timely.
- Prepares journal entries to correct or adjust budgetary and general ledger accounts when necessary.
- Administers and regulates the City's credit card account and purchasing card accounts.

B. Reports/Records (20%)

- Prepares all monthly financial reports for distribution to the City Administrator and all department heads.
- Maintains various subsidiary ledgers and reconciles them to the general ledger on a periodic basis.
- Prepares annual revenue projections for budget purposes and assists with the preparation of the annual budget.
- Maintains an up-to-date inventory and fixed assets schedule of all city property.
- Prepares monthly written reports for the City Administrator reporting financial status of the City.

C. General Duties (10%)

- Regulates and makes recommendations regarding investments for the city.
- Reviews and approves all changes to the City's Municipal Code regarding matters involving City revenues and financial policies and procedures.
- Responsible for establishing internal controls in all departments for processes that involve the collection of revenue or disbursement of funds.
- Responsible for the administration of the City's financial software and assists other departments with the financial configuration, controls, and security of department specific software.
- Assists the auditors in the preparation of the annual city audit.
- Serves as a member of the city's Accident & Safety Review Board.
- Directly supervises employees in the Finance Department under the overall guidance of the Appointing Authority.
- Adheres to chain of command as set forth in the City's Employee Handbook.

D. Performs any other duties in a safe manner as required by the City Council and the Appointing Authority.

JOB SPECIFICATIONS**Qualifications:**

- Must possess a four year degree from an accredited college or university with a major in Accounting or Finance.
- Must have a minimum of three (3) years' experience in accounting, preferably from municipal, county or publicly funded agency.

- Must be bondable.
- Must possess a valid driver's license and have an acceptable driving record.
- Must have experience with financial and accounting software systems.
- Certification as a Certified Public Accountant preferred.

Knowledge, Skills, and Abilities:

- Knowledge of the field of cash and accrual accounting.
- Knowledge of fund accounting.
- Knowledge of tax collections and public revenues.
- Knowledge of the City's procurement procedures.
- Must have above average mathematical, analytical, communication, and organizational skills.
- Must be detail oriented.
- Ability to read and interpret policies, ordinances, rules, regulations and laws pertaining to City revenue collection and procurement procedures.
- Ability to operate a computer system.
- Ability to schedule own time such that deadlines are met in a timely and professional manner.
- Ability to concentrate on details for extended periods of time in order ensure accuracy.
- Ability to explain complex accounting and financial procedures to laymen (e.g., the City Council and Mayor).
- Ability to maintain confidentiality of city and taxpayer records.
- Ability to maintain regular attendance on the job.
- Ability to maintain an effective working relationship with other employees, the public, and outside agencies.
- Ability to treat subordinates in a firm but fair manner.

Physical Characteristics:

- See well enough to read and print numbers without error.
- Hear well enough to understand normal conversation.

- Speak well enough to converse with large groups and other City employees.
- See well enough to read text on a computer monitor.
- Have mobility to move freely about the office.
- Have ability to enter, exit and operate a motorized vehicle.
- Have ability to sit for long periods of time.