



FINANCE DIRECTOR

Summary

Under general direction of the Appointing Authority and guidelines set by policy, supervises the City's accounting function, day to day Finance Department operations, and Municipal Court activities. Performs the duties of the Treasurer in the absence of the City Clerk. Responsible for the direct supervision and training of Finance Department employees.

DUTIES AND RESPONSIBILITIES

A. Accounting (70%)

- Responsible for the custody, collection, and accounting for all receipts and funds of the City, 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.
- Assists outside auditors in the preparation of the annual city audit.
- Invests city funds and maintains all banking accounts for the city.
- Keeps a set of account books for all departments of the city.

B. Reports/Records (20%)

- Prepares all monthly financial reports for distribution to the City Administrator and all department heads.
- Reconciles and balances all bank accounts for the city on a monthly basis.
- 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.

- Maintains various subsidiary ledgers and reconciles them to the general ledger on a periodic basis.
- Prepares journal entries to correct or adjust budgetary and general ledger accounts when necessary.
- 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.
- Inventories tobacco stamps monthly and reconciles with monthly tobacco stamp revenue.
- 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.

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.
- CPA is strongly preferred.

Knowledge, Skills, and Abilities:

- Specialized knowledge of the field of cash and accrual accounting.
- Knowledge of the workings and activities sales tax collections, public revenues, and enterprise fund accounting.
- Knowledge of state law and municipal codes governing the operation of the oversight(s) of the uses of public funds.
- Excellent mathematical skills.
- 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 relatively lengthy periods of time in order to ensure accuracy.
- Ability to treat subordinates in a firm but fair manner.
- Ability to explain complex accounting and financial procedures to laymen (e.g., the City Council and Mayor).
- Ability to maintain an effective working relationship with other employees.
- Ability to maintain regular attendance on the job.

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.

*May be learned on the job.