



JOB DESCRIPTION

Title: Finance Director

Department: Administration

Reports to: City Administrator

Pay Grade: 84

Date Adopted: February 15, 2021 (Resolution 6677)

Previous Revision Date:

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Direct planning, implementation, and maintenance of accounting and investment system, and receipt and disbursement of all City and BPW funds. Participate in planning and development of long-range capital improvements program and has responsibility for planning, development, and coordination of long-term debt financing program. Direct preparation of the budget for review and adoption; projection of revenue estimates and expenditures; and preparation of bond issues and offerings. Hold the office of Assistant Treasurer.

Essential Functions:

1. Direct financial operations in sufficient detail to produce adequate cost, financial, and statistical data for management purposes to meet statutory requirements consistent with established and generally accepted accounting principles and practices.
2. Direct the maintenance and ongoing operation of the City's and BPW's Accounting System. Direct activities to secure sound financial procedures and internal controls.
3. Provide fiscal management in collection, control, security, disbursement, and investment of City funds.
4. Responsible for all checks drawn on the City treasury. Maintain all City bank accounts including; recording deposits/checks; make appropriate account transfers; monitor CD's rate terms to ensure cash flow; monitor bond/federal funds; reconcile bank accounts monthly for accuracy and against general ledger accounts; and ensure sufficient City pledging as per state statute.

5. Develop and implement long and short-range goals, objectives, and financial policies for the City. Work with all levels of City management to ensure sound financial management practices. Develop systems, procedures and reports to achieve sound financial management.
6. Provide necessary financial management that will afford the opportunity to issue debt instruments.
7. Direct approval of audit and certification of all claims against City for payrolls, goods, and services.
8. Direct compilation statements of current operating and capital outlay expenditures.
9. Provide direction and financial administration of federal and state grants.
10. Financial administration of the Employee Benefit Account.
11. Design and implement various City-wide internal controls to ensure that all financial procedures are being followed, revenue collection procedures are within good business practices, and cash collection is accurate.
12. Direct administration of all improvement districts.
13. Coordinate preparation of departmental goals and objectives and work plans. Perform normal managerial duties which include supervising personnel, conducting performance appraisals, recommending merit increases and hiring and promoting personnel. Develop and update education and training plans.
14. File auto claims and endorsement of changes for new property/equipment. Serves as liaison between the City and insurance carrier. Assist with coverage review and/or changes. Assist in preparation of insurance bid document.
15. Supervise payroll procedures and time input; responsible for preparation of payroll checks and submits payroll tax deposits/deductions; and prepares and submits quarterly and end-of-year federal and state tax forms including W-2's.
16. Supervise Accounts Payable for budgetary compliance and reviews claims report submitted to the City Council and BPW Board. Preparation of monthly sales tax filings; quarterly keno tax; and annual 1099 reporting.
17. Supervise Accounts Receivable and Utility Billing accounts to ensure the billings are sent out and appropriate payments recorded and balance with the general ledger accounts, and appropriate entries made for the write-off of delinquent accounts.
18. Responsible for monthly accounting procedures including: balance expenditure, revenue and all general ledger accounts; perform general ledger accruals and adjusting/closing entries; asset management and depreciation; compensated absences; reconcile bank

accounts and check register; and preparation of monthly financial reports, including balance sheets, operating statements, budgetary comparisons, and cash flow reports.

19. Assist City Administrator and Mayor with budget analysis; direct preparation of budget review and adoption; projection of revenue estimates and expenditures; estimate cash on hand and ending cash balance; submit proposed budget requests to City Administrator denoting proposed tax increases; preparation of bond issues and offerings; coordinates interim financing for all City projects; prepare final budget for City Council approval; and prepare/submit all state budget forms.
 20. Secure a favorable Post Audit of City's financial records that will indicate conformance with generally accepted accounting principles. Assist the Auditor in preparation of the City Comprehensive Annual Financial Report including preparation of the financial, introduction and statistical sections. File audit with the appropriate state and federal agencies, including the Municipal Securities Rulemaking Board.
 21. Attend professional development conferences, seminars, and classes.
 22. Attend staff, BPW, and City Council meetings when required.
 23. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
 24. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 25. Keep confidential information confidential.
 26. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
 27. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
 28. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 29. Perform other work which is consistent with the essential functions of the job.
 30. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High School diploma or equivalent required.

Associates Degree or Bachelor's Degree in accounting, business administration with emphasis in accounting, or related field with some courses in data processing or equivalent experience strongly preferred.

Experience:

Five (5) years of increasingly responsible finance and accounting experience or an equivalent level of experience preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Effective oral and written communication skills.
 2. Good listening skills.
 3. Ability to perform basic math and accounting skills.
 4. Organizational skills.
 5. Analytical skills.
 6. PC computer skills. (Windows-based word processing and spreadsheet software skills).
 7. Manual dexterity.
 8. Ability to work in environment with constant interruptions.
 9. Good typing and data entry skills.
 10. Reading.
 11. Good customer/public relations.
 12. Ability to work independently.
 13. Working knowledge of word processing, email, and calendaring computer software applications.
 14. Excellent interpersonal skills.
 15. Excellent grammar, punctuation, spelling, and proofreading skills.
 16. Supervisory and leadership skills.
 17. Ability to perform complex math and accounting skills.
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Mental Requirements:

1. Ability to organize files and retrieve data effectively.
2. Ability to learn and understand PC software applications.
3. Alpha and numeric recognition.
4. Ability to prioritize work.
5. Logical reasoning.
6. Patience.
7. Ability to carry out assignments through oral and written instructions.
8. Concentration.
9. Accounting principles.
10. Ability to compute basic math computations.

11. Ability to work on several projects at once.
 12. Ability to work under distracting conditions.
 13. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
 14. Ability to train and guide others.
 15. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
 16. Ability to analyze complex problems and recommend possible solutions.
 17. Ability to multi-task.
 18. Ability to work under pressure.
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Physical Requirements:

1. Ability to lift 20 pounds and transport 20 feet.
 2. Ability to make and receive phone calls.
 3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
 4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 5. Hand and eye coordination adequate to input computer data and operate various office equipment.
 6. Ability to sit and be attentive for extended periods of time.
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Supervisory Responsibility (Direct and Indirect):

Direct Accounting Assistant I
 Accounting Clerk
 Ambulance Billing Clerk

Indirect

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

2-16-21

Date