
JOB TITLE: DIRECTOR OF FINANCE
DIVISION: FINANCE
DEPARTMENT: FINANCE/CUSTOMER SERVICE **CLASS CODE:** _____

EXEMPT: X NON-EXEMPT: _____ EMPLOYEE: _____
FULL TIME: X PART TIME: _____ SUPERVISOR: _____
DIRECTOR: _____
DATE: _____

DESCRIPTION OF WORK

Job Summary: The Finance Director manages the City’s financial functions, budget, and all associated reports, services, programs and activities; supervises the City’s risk management, personnel functions and records, health insurance, purchasing, utility billing and data processing functions; and performs other duties as assigned by the City Manager, or designee.

Supervision Received: Work is performed under the administrative direction of the City Manager.

Supervision Exercised: Supervises the HR/Payroll, Customer Service Coordinator, Customer Service Clerk, Accounts Payable Clerk, Meter Reader, Municipal Court Administrator, and Municipal Court Clerk.

Examples of Duties: Directs, instructs, schedules, reviews, and evaluates the work activities of subordinate personnel. Monitors, evaluates, plans, and maintains the City’s financial, budgetary, risk management (property/liability insurance; workers’ compensation, health insurance), purchasing, utility billing and data processing functions, programs, and activities. Advises the City Manager on sound financial policies and procedures affecting the City. Advises the City Manager on investment policies which optimize interest revenues while ensuring the security of the funds invested. Advises the City Manager on financial software technology and upgrades. Assists the City Manager in the preparation of the City’s annual operating budget and in the preparation of annual budget recommendations to the City Council. Directs the City’s daily budget operations. Monitors, evaluates, and coordinates various contractual services and vendors; addresses and resolves problems. Coordinates, organizes, and prepares information for audits. Responds to inquiries and complaints concerning utility billing. Prepares monthly financial statements for staff and quarterly for City Council, including a quarterly presentation to Council. Communicates and coordinates with various external agencies, firms, and consultants. Reconciles all bank statements. Prepares and records journal entries. Prepares final formal budget document and files with GFOA for budget award. Files property insurance claims with TML. Prepares all audit work papers and answers auditor’s questions. Reviews account payable invoices prior to checks being written.

Reviews and approves payroll journals. Prepares and files payroll tax reports, Texas Workforce Commission reports, reviews TMRS earnings reports, reviews 1099 miscellaneous earnings reports, reviews wage and salary reports, and sales tax reports. Works with various City Boards, Commissions, and Committees with account receipts and expenditures related to sponsored events. Prepares and files Criminal Costs and Fees report. Helps prepare RFPs for depository contract, audit contract, and refuse contracts every 5 years, or as needed. Assist City Manager with the employee insurance contract and negotiations of terms. Assist Financial Advisors when bonds are issued to fund large projects. Performs other duties, as assigned by the City Manager.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of “Generally Accepted Accounting Principles”; knowledge of accounting principles and practices; knowledge of property/liability insurance principles and practices; knowledge of workers’ compensation law principles and practices; knowledge of health insurance policies, procedures, and methods; knowledge of utility billing procedures; knowledge of basic data processing methods and applications; knowledge of purchasing regulations, laws, and practices; knowledge of modern office practices and procedures; knowledge of the methods and procedures used in the collection, reporting, deposit and safekeeping of cash assets; knowledge of financial bookkeeping practices and procedures; knowledge of Federal, State and Local laws and regulations governing the collection of delinquent accounts; knowledge of municipal finance principals; knowledge of municipal budgetary principles and practices; knowledge of laws and regulations applicable to municipal finance; knowledge of financial analysis techniques; knowledge of advanced statistical methods.

Skills: Skill in recording data; skill to communicate in writing and develop formal written presentations; skill to communicate orally and make formal presentations; skill in making mathematical calculations; skill in proofreading materials to ensure accuracy; skill in the design and use of computer applications; skill in the use of 10-key by touch. Must be fluent in Excel and Tyler Technologies Incode 10/ERP Pro Software or similar software.

Abilities: Ability to collect, analyze and interpret financial data; ability to analyze and understand organizational, personnel and procedural problems; ability to prepare and present accurate, detailed reports; ability to effectively discipline subordinates, when warranted; ability to set clear performance standards; ability to determine appropriate visual presentations of statistical and/or factual data; ability to develop and apply criteria to evaluate alternative proposals, recommendations, plans, etc.; ability to communicate effectively with the public; ability to establish and maintain effective working relationships; ability to make independent judgments; ability to clearly and effectively express ideas in writing; ability to utilize microcomputers and software for various functions; ability to analyze and evaluate major programs, policies, procedures, services and facilities in order to develop recommendations for improvement; ability to obtain and retain eligibility for bonding. Lift and carry up to 30 pounds. Operate personal computer, and other office machines such as calculator, printer, scanner, and PowerPoint. Prepare forms, charts, statements, letters and various other documents as required. Search files and assemble information. Sit and stand for extended periods of time while using computer and doing calculations. Be capable of performing all duties alone, safely,

and without assistance due to small office environment and limited personnel manning. Uses 10 key calculators by touch. Operate motor vehicle.

Education: Bachelor's Degree in Finance, Accounting, Business or Public Administration (with Finance/Accounting emphasis) or related field. C.P.A. preferred.

Experience: A minimum of five years of progressively responsible professional-level experience in finance or accounting functions, plus a minimum of three years supervisory experience over a financial or accounting function preferred.

Any work-related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver's license and driving history acceptable to the City. Must be able to obtain and maintain investment training required by Texas Local Government Code. Must be able to obtain additional training as deemed necessary by the City.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.