



Position Description

<b>Job Title</b>	Finance Director/City Treasurer
<b>Department</b>	Administration
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Exempt

**Scope of Work**

This position is the Chief Fiscal Officer and Treasurer for the City, responsible for the proper administration of the City's financial affairs, with powers and duties as set forth in the City Code and State Statutes.

**Supervision**

<b>Received</b>	City Administrator/Clerk, Mayor and Council
<b>Exercised</b>	Supervises up to 5 full time (or full time equivalent) employees.

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Supervises the Finance Department staff; assigns and evaluates work; provides training and guidance.
- Maintains the accounting records for the City, including the general ledger, accounts payable, accounts receivable, etc.
- Administers the annual audit, including preparation of financial statements and state and federal reports.
- Assists the City Administrator/Clerk in the preparation of the annual operating budget.
- Serves as the insurance and fringe benefit coordinator for the City and its employees.
- Administers the cash management functions, including cash flow analysis, investments and reconciliation.
- Prepares the tax roll and tax billing; coordinates the collection of property taxes with the County Treasurer.

- Administers and supervises the City payroll process and related reporting functions.
- Represents the City in state, regional and national organizations.
- Initiates proposals for debt financing and the administration of debt service calculations and payments.
- Coordinates the operation, administration and maintenance of the City's financial software system and ancillary software programs.
- Maintains knowledge and skills in accounting, budgeting, payroll, and related procedures.
- Performs other duties as directed by the City Administrator.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance or Public Administration; Master's Degree in Public Administration, Public Finance or Business Administration preferred; plus at least 5 years of experience in a financial capacity within municipal government, preferably as a treasurer; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Generally accepted accounting procedures, especially with regard to municipal finance.</li> <li>• Municipal tax billing collection and settlement procedures.</li> <li>• Municipal accounting, budgeting and financial forecasting.</li> <li>• Insurance bidding process and updating insurance policies, risk management and claims handling procedures.</li> <li>• The payroll process, accounting reporting requirements and related fringe benefits.</li> <li>• The use of standard office equipment including computers and relevant software.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Prepare financial statements and state and federal reports.</li> <li>• Make sound investment, financial and cash management decisions.</li> <li>• Effectively supervise, motivate and discipline employees.</li> <li>• Establish and maintain effective working relationships with auditors, bankers, engineering firms, public officials, financial advisers, coworkers and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Analyzing, understanding and presenting complex financial information.</li> <li>• Organization and time management.</li> <li>• Public relations.</li> </ul>

**Necessary Special Requirements**

CPA or Government Finance Officers Association – Certified Public Finance Officer (CPFO) desired; ability to pass a criminal and financial background check.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, crouch, or kneel.
- The employee must occasionally lift and/or move up to 25 pounds.