



## Finance Director

### Position Summary

The Finance Director is responsible for the financial stability and accountability of all program activities, to develop, implement, and maintain the Fiscal Policies and Procedures, to maintain internal fiscal controls with professional accounting standards, to maintain accurate financial records, to ensure compliance of reporting requirements, to assist with the preparation and revision of budgets, to coordinate audits, to coordinate and control human resource functions relating to employee relations, to serve as benefits administrator, to continuously expand his/her knowledge by utilizing continuing education opportunities, and to perform all functions with the highest ethics and integrity.

### Essential Duties and Responsibilities

*Note: This list is intended only to illustrate the various types of work that may be performed. Omission of specific statements does not exclude them from the position.*

1. Attend meetings of the legislative authority of the City.
2. Develop, with the assistance of the Mayor and Council, operating and capital budgets.
3. Establish and maintain the financial records of the City; balance all financial records and reconcile with bank statements.
4. Receive and deposit funds.
5. Serve as payroll administrator, issuing payroll and maintaining all associated records of hours charged or paid and for time not worked.
6. Maintain and supervise the purchasing policy.
7. Provide full and complete information concerning the financial affairs and status of the City as requested by the Mayor or Council.
8. Maintain personnel files, including records of payroll and benefits.
9. Manage all accounts payable and receivable processes to ensure the proper payment of all invoices and to protect the credit rating of the City.
10. Perform human resources duties and responsibilities.
11. Certify to the County Auditor all available sources for expenditures for each fund to allow the county budget commission to amend its certificate of estimated resources.
12. Perform typing of correspondence, budgets, reports, memorandums, etc.
13. Attend workshops/training when available and appropriate.
14. Provide support to City departments when necessary.
15. Other duties as required.

**Required Skills, Knowledge, and Abilities**

Use of a computer, copy machine, and other related office equipment.

City government and operations, business English, spelling and grammar, and knowledge of various computer software.

Understanding of investments, asset management, GAAP statements, and JEDD.

Define and solve problems, collect data, establish facts, draw valid conclusion using judgment and analytical skills, communicate both orally and in writing, establish and maintain effective working relationships with City officials, employees, and the public, organize and maintain City information, compose correspondence for the Mayor or City committees, handle confidential material in strict confidence, handle written and verbal directions.

**Experience and Education Requirements**

Must have at least five years of local or state government experience in accounting, financial management, and auditing. UAN training desired, but not required. Must be trustworthy, dependable, and honest.

The specifications above are intended to merely identify the class and be illustrative of the kinds of duties that may be assigned to the position and should not be interpreted to describe all of the duties which may be required of this position.