



Finance Director

SALARY RANGE

\$50,000 – \$70,000 Annually

FSLA:

Exempt

GENERAL SUMMARY:

To direct, plan, manage, and review the activities and operation of the Finance Department; to coordinate assigned activities with other City department divisions, and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator.

SUPERVISION:

Under the general supervision of the City Administrator. Responsible for supervision of Building Permits, Accounts Payable, Utility Billing Clerk, and Utility Clerk. Responsible for City Grants. Must have sound judgment and be capable of scheduling and working independently. It is essential to be self-motivated and have initiative to carry out job duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- All behaviors comply with the City's Personnel Policies and Procedure Manual. Adheres to the assigned work schedule.
- Develop, plan, and implement goals and objectives for the Finance Department; recommend and administer policies and procedures.
- Develop strategic direction for and directs and manages the administration of the City's investment policy, debt policy, finance-related administrative directives and internal control structure.
- Direct, oversee, and participate in the Department's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Responsible for bank reconciliation (must be completed within two weeks of end of month), daily accounting reports, financial reports, fixed assets, grant management, quarterly investment reports, etc.

- Select, train, and motivate personnel; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement disciplinary procedures. Provide timely, accurate, and thorough Performance Reviews.
- Work with City Administrator, department heads, and division supervisors to create the annual budget and capital improvement program.
- Prepare agenda items for the City Council; present agenda items to city Secretary for Council as needed. Participate in various committees and boards involved in finance activities.
- Attend all Council meetings.
- Develop and review reports related to finance matters; present reports to a variety of committees, boards, commissions, and the City Council.
- Direct the selection, administration, and evaluation of outside contracts for finance.

OTHER DUTIES AND RESPONSIBILITIES:

- Attend training as required to maintain professional certification and stay current on government finance regulation changes.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation, enforcing adherence to requirements; and advising management on needed actions.
- Performs EDC bookkeeping.
- Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS:

EDUCATION

Requires a High School Diploma/GED

Bachelor's degree from an accredited college or university with major coursework in finance, accounting or other related field is preferred.

EXPERIENCE

Five (5) years municipal experience managing finance and supervisory experience.

LICENSES AND CERTIFICATES

Active Certified Public Accountant (CPA) license in the State of Texas or active Certified Government Finance Officer (CGFO) preferred.

Possess a valid Class C Texas driver's license.

COMPETENCIES:

A supervisor's performance will be evaluated based on seven supervisor competencies.

- Quantity/Quality of Work
- Teamwork/Communication
- Initiative/Motivation
- Planning/Organizing

- Personnel Management
- Leadership/Accountability
- Fiscal Management

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs including personnel management.
- Modern principles and practices of finance and human resources administration.
- Principles of supervision, training, and performance evaluation.
- Current local, state, political, and economic trends and operating challenges regarding finance.
- Principles and practices of project management.
- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Skill in:

- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Effectively administering a variety of finance activities.
- Preparing clear and concise administrative reports and financial reports.
- Utilizing Excel, Word, PowerPoint, and Outlook software programs.
- Utilizing an integrated financial software system.

Ability to:

- Deal effectively and courteously with the public and staff in problem solving situations.
- Direct the operations of a modern finance department.
- Manage, direct, and coordinate the work of professional, technical, and clerical personnel.
- Select, supervise, train, and evaluate staff skill levels.
- Provide administrative and professional leadership and direction for the Finance Department while exercising initiative and good judgment.
- Communicate clearly and concisely, both orally and in writing.
- Pass a drug test, criminal history background check, social security verification number check, and employment verification check.
- Establish and maintain cooperative working relationships with those contacted in the course of work including City and other governmental officials, community groups, and the general public.
- Meet the City's driving standards.

WORK HOURS:

- Normal work hours Monday thru Friday 7:00 a.m. – 4:00 p.m.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Activity	Not at all	Rare	Occasional	Frequent	Continuous
Bend/Stoop				X	
Twist at waist			X		
Squat			X		
Crawl		X			
Climb		X			
Reach above Shoulder			X		
Crouch			X		
Kneel		X			
Balance	X				
Push/Pull			X		
Work outside in all conditions	X				
Work in confined spaces		X			
Work at heights $\geq$ 3 feet	X				
Operate machinery	X				

Indicate frequency (N = Never, R = Rare, O = Occasional, F = Frequent, C = Continuous)

Lifting Activity	1-10 lbs.	11-24 lbs.	25-50 lbs.	51-100 lbs.	101+ lbs.
Floor – Waist	O	R	N	N	N
Waist – Overhead	R	N	N	N	N
Carry	F	O	N	N	N
Push/Pull	O	O	O	O	O

Hearing acuity:	N/A ___ Average <u>X</u> Low ___
Visual acuity:	N/A ___ Average <u>X</u> Low ___
Manual dexterity	N/A ___ Average <u>X</u> Low ___

Percent of time spent:	
Standing	45%
Sitting	35%
Walking	20%

Name: _____

Signature: _____ Date: _____

(Must complete a 6-month probation period.)