

# Finance Director

FLSA Status: *Exempt*

## General Definition of Work

Performs difficult executive work planning, organizing and directing the City's financial activities including accounting and budgeting functions, preparing and maintaining detailed financial records and files, preparing financial reports, and related work as required. Work is performed under the general direction of the City Administrator. Limited oversight is exercised over Administrative Assistant, Utility Billing Clerk and Deputy Clerk/Treasurer.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

## Essential Functions

Assist the City Administrator and department heads in the coordination, preparation and management of the annual budget.

Manages City's investments according to state and City guidelines; manages finances in accordance with Generally Accepted Accounting Principles.

Prepares and analyzes various monthly, quarterly and annual reports.

Reconciles various accounts.

Monitors pledged securities from City's depositories.

Authorizes general ledger posting of receipts, disbursements, payroll and utility billing transactions.

Prepares and posts monthly and year-end journal entries.

Performs internal audit function; reviews cash receipt, payroll, accounts payables and utility billing for accuracy.

Prepares various regulatory and financial reports.

Coordinates and assists with annual audit; prepares work papers and supporting schedules.

Establishes and maintains Capital Improvement Plan through coordination with department heads.

Tracks and reports on capital asset and project activities.

Coordinates bond issues and Tax Increment Financing activities and reporting.

Provides accounting assistant and technical support to departments.

Acquires, installs and supports computer and network devices; designs and supports network infrastructure; installs operating systems and software application releases and fixes.

Issues RFPs/RFQs for products or services; coordinates vendors and contractors.

Serves on various committees; attends outside agency and committee meetings in Administrator's absence.

## Knowledge, Skills and Abilities

Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of the principles and practices of accounting and budgeting in government; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports; ability to formulate long-range fiscal planning; ability to plan, organize and direct work of subordinate employees; ability to establish and maintain effective working relationships with governmental officials and associates.

## Education and Experience

Bachelor's degree with coursework in accounting, finance, or related field and considerable experience working with government finance and moderate experience working with information technology, or equivalent combination of education and experience.

## Physical Requirements

## Finance Director

This work is sedentary and requires little to no exertion of force; work regularly requires standing, sitting and speaking or hearing, frequently walking, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing and stooping, kneeling, crouching or crawling; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

### Special Requirements

Possession of an appropriate driver's license valid in the State of Minnesota.