



Job Title:	Finance Director	Department/Loc:	Administration
FLSA Classification:	Exempt	Date Drafted:	January, 2025
Reports To:	City Administrator		

Position Summary

Under limited supervision, performs professional and administrative work in planning, and directing the total financial operations and activities of the City with responsibility for formulation of broad financial policies and long-term programs.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Supervises and directs all finance and accounting duties such as overseeing investments of all City funds, overseeing proper accounting and balancing of funds, preparing required reports, ensuring preparation of policies and procedures and implementation of same, ensuring preparation of payroll, overseeing purchasing activities, ensuring timely preparation of accounts payables, ensuring maintenance of fixed asset accounting systems, working with auditors in maintaining compliance with Generally Accepted Accounting Principles and preparing annual financial report, and overseeing revenue collection.
- Manages budgetary compliance, which involves assisting in operating and capital budget preparation, assisting other departments with preparation of budgets, ensuring correct implementation on computer system, and overseeing budgetary compliance for all City funds.
- Receives, prepares, reviews, and submits various reports and records including invoices, timesheets, budget reports, general fund sheets, gross revenue sheets, monthly reports, bid spreadsheets, supply requests, statistical reports, financial reports, performance appraisals, collection sheets, and general office correspondence.
- Plans and directs all activities related to the City’s finance computer system to include system recommendations, software upgrades, problem resolution, system security, and computer applications such as budgetary accounting, accounts payable, payroll, general ledger, receipts, fixed assets, business licenses, inventory control, and report-writing software.
- Responsible for assisting with grants management- including the preparation, application, tracking and reporting of grants
- Prepares and presents monthly financial reports to City Council
- Prepares and submits required quarterly and annual reports to local, state, and federal agencies in such areas as payroll, retirement, unemployment, debt, and sanitation collection.
- Assists with administration of City’s employee benefit plans.
- Attends meetings, conferences, workshops, seminars, etc., as necessary to maintain knowledge of trends and legislation affecting municipal government.

Position Responsibilities- Non-Essential/Other

- May serve on local and State boards or commissions
- May serve on various local boards for various organizations
- Other duties as assigned

Essential Skills and Experience



- Requires a bachelor’s degree in Accounting, Business Administration, Finance, Public Administration or a related field with six to nine years of experience in accounting, some supervisory experience; or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities.
- Experience managing complex budgets
- Experience delegating authority and responsibilities
- Experience with goal setting and program evaluation
- Negotiation experience to resolve complex and sensitive problems

Beneficial Skills and Experience

- CPA certification
- GFOA and CPFO certification
- Experience in public accounting
- Master’s degree in Accounting

Mental & Physical Demands- ADA Guidelines

Physical Demands

• Sit	Constantly	• Reach Above Shoulder	Occasionally
• Walk	Occasionally	• Climb	N/A
• Stand	Occasionally	• Crawl	N/A
• Handling	Frequently	• Squat or Kneel	Occasionally
• Reach Outward	Occasionally	• Bend	Occasionally

Lifting Requirements

• 10 pounds or less	Frequently	• 51-100 pounds	N/A
• 11-20 pounds	Occasionally	• >100 pounds	N/A
• 21-50 pounds	N/A		

Pushing and Pulling Requirements

• 12 pounds or less	Occasionally	• 41 to 100 pounds	N/A
• 13 to 25 pounds	N/A	• > than 100 pounds	N/A
• 26 to 40 pounds	N/A		

Definitions

• N/A	Not Applicable	Activity is not applicable to this occupation
• O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
• F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
• C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

None

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.



This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
---------------------	--------------------	-------------

Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
-------------------------------	------------------------------	-------------