

## POSITION DESCRIPTION

### *Finance Director*

<b>Department:</b>	Finance
<b>Grade:</b>	29
<b>Bargaining Unit:</b>	Non-Union
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	City Administrator
<b>Date:</b>	September 2025

#### **General Purpose**

Under limited direction, this position performs a variety of complex, professional, administrative, technical accounting and finance functions. Maintains fiscal records and systems Serves as the Finance Director/City Treasurer, City Recorder and Director of Administrative Services as required in the City Charter.

#### **Complexity**

The overall complexity of this position is advanced. While performing the normal duties of this job, work demands great depth of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables including some that are unclear or conflicting. This is in addition to work that requires many different processes and methods.

#### **Responsibility**

##### Supervision

Limited direction is provided while performing the normal duties of this job.

This position exhibits formal supervisory responsibilities as a manager in charge of multiple related functions. Supervises senior accountant and accounting technician.

##### Impact

While performing the normal duties of this job, this position's work affects the overall efficiency and image of the City.

#### **Job Duties or Essential Functions**

The essential functions of the position include, but are not limited to the following:

- Attests the signature of the Mayor on bonds, financial notes, and other financial documents requiring endorsement by the City, and performs related duties connected to financial instruments of the City.
- Manages and supervises assigned operations within available resources; and plans and organizes staff's assignments, schedules and work procedures.
- Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, direction of work, discipline and adjustment of other employees' grievances.
- Communicates plans, policies and procedure to staff and general public.
- Provides leadership and direction in the development of short-and long-range plans; and prepares data for studies, reports and recommendations.

- Assists with wage and benefit data preparation for contract negotiations.
- Ensures that assigned area of responsibility stays within budget by performing cost control, monitoring revenues and expenditures.
- Serves as Chief Financial Advisor to the City Administrator.
- Establishes and maintains cost procedures.
- Reviews the collection of taxes, fees and other receipts.
- Develops financial studies and plans; forecasts, estimates and monitors the City's financial condition; and oversees the City's investments funds.
- Coordinates the City's budget preparation and execution.
- Coordinates capital project funding and issuance of bonded indebtedness.
- Prepares financial reports, studies and related information for decision making purposes.
- Oversees payroll, accounts payable, the posting and reconciliation of financial ledgers and accounts;
- Administers the Risk Management Programs, including property, liability insurance, worker's compensation insurance, and employee retirement programs; and fire relief association.
- Oversees all activities related to the City Recorder/Treasurer duties and responsibilities.
- Performs other duties as assigned

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

### **Minimum Qualifications**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

#### Education

Four-year Bachelor's Degree in Accounting, Finance, Business or closely related field.

#### Experience

Five (5) years of experience in municipal Accounting, Finance, Business or closely related field.

#### Trainings, Certificates and Licenses

There are no minimum trainings, certificates and licenses required for this position.

### **Special Requirements**

Must be bondable.

### **Desired Qualifications**

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

#### Education

Four-year Bachelor's Degree in Accounting, Finance, Business or closely related field.

### Experience

Five (5) years of experience in municipal Accounting, Finance, Business or closely related field.

### Trainings, Certificates and Licenses

Public Finance Officer Certification

### **Required Physical Abilities and Work Conditions**

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Hazards

While performing the duties of this job, this position may occasionally climb, bend/stoop, kneel, reach above shoulder level, walk, run, push/pull, lift and carry up to 50 lbs., smell and drive; frequently stand; and continuously balance, sit, walk, finger/enter data/keystroke, feel, talk, hear and perform repetitive motions.

While performing the duties of this job, this position will use close, far, depth perception, visual acuteness, color and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for simple handling or grasping.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions.

**The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.**