



<b>JOB TITLE: Finance Director (grade 11)</b>	<b>FLSA CLASSIFICATION: Exempt</b>
<b>DEPARTMENT: Finance</b>	<b>REPORTS TO: City Administrator</b>
<b>SUPERVISES: Finance Clerk</b>	

## **SUMMARY**

### **SUMMARY OF POSITION**

The primary objectives of this position are to perform essential City financial management functions including highly technical accounting, fixed-assets, accounts payable, accounts receivable, payroll, budgeting and financial reporting. Manages annual budget and audit preparation; administer debt management and risk management oversight of cash management and the investment of City funds. Provides financial reporting, bond payments and tracking of City projects for all City funds including enterprise funds. Supervises department staff.

*To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.*

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

### **General**

- Performs a variety of routine and complex accounting, finance and administrative work managing the finance function of the City
- Provides accounting assistance and technical support to other departments within the City
- Evaluates City policies and practices related to financial management and strategies; makes recommendations and presentations to the City Administrator and City Council
- Supervises the activities of the Finance Department Staff

### **Cash/Investment**

- Post, maintains and reconciles general ledgers and balances all funds, accounts and makes journal entry adjustments
- Monthly reconciliation of checking and investment accounts and monitors cash flow to ensure sufficient cash is available to make necessary payments. Verify proper pledged collateral with bank
- Oversee and assist in the coding, processing and disbursement of invoices for all City departments
- Review and manage accounts payable, cash receipts, and accounts receivable for accuracy and posting to City's account software
- Manage city investment according to state and city guidelines; researches and analyzes investment possibilities, determines cash available and length of each investment, invests and tracks funds and withdraws funds as needed.

### **Budget and Financial Management**

- Responsible for the preparation and presentation of the annual budget to include supporting documentation; stays current on mandates and changes in accounting practices; monitors department and division budgets for compliance with the adopted budget; and assists in implementing City Council actions regarding the budget
- Responsible for the coordination, with the City Administrator and Department Heads, the preparation of the ten-year long-term plan/CIP.
- Responsible for filing required financial reports and documents with State of Minnesota and all other government entities
- Responsible for preparation quarterly finance reports
- Direct staff and coordinates the annual audit; implements recommendations as set forth in the auditors report



### **Financial Reporting**

- Prepare monthly financial statements including revenue reports, expenditure reports, balance sheets and cash balances
- Prepare various financial or operational reports as requested
- Maintain updated information in all accounts; verify accuracy of accounting transactions and financial reports
- Use analytical skills to ensure account output is accurate and useful
- Maintain accounting records for capital projects

### **Payroll**

- Process all aspects of City's payroll including preparation of payroll checks with all appropriate deductions, prepare quarterly reports and remit payroll taxes, ensure compliance with year-end requirements including processing W-2s
- Coordinates with City Administrator to procure and administer annual employee benefits plan including enrollment
- Assist with union negotiations

Serves as backup for the Finance Clerk in their absence for deposits and posting credit card payments

Other duties as assigned

### **QUALIFICATIONS**

#### **Required Knowledge and Experience**

- 4 years' experience in a municipal finance department setting
- Supervisory experience
- Knowledge of municipal government operations and procedures
- Thorough knowledge of payroll systems administrations and the associated methodology
- Knowledge of accounting terms, principles and practices.
- Experience with financial and accounting software programs
- Proficiency with computer hardware and programs such as MS Word, Excel, Internet Explorer, Outlook and others.
- Possession of a valid driver's license in the State of Minnesota or ability to attain one prior to start date

#### **Required Technical Knowledge and Abilities:**

- Knowledge of the principles and practices of fund accounting and financial reporting in accordance with GAAP and GASB standards, auditing theories, budgeting practices and investment of public funds
- Knowledge of MN Statutes, City Ordinances and other legal requirements governing municipal operations
- Familiarity with Tax Increment Financing
- Ability to analyze and interpret fiscal and accounting records, prepare comprehensive financial statements, and calculate complex mathematic equations
- Knowledge of information technology systems, financial software applications, and Microsoft Office applications.
- Ability to provide excellent customer service to all city customers and employees
- Ability to work under own initiative with minimal supervision
- Ability to present at public meetings, speaking in front of city leaders, businesses and the general public
- Ability to develop and maintain effective working relationships with City personnel, staff of other agencies, and the general public
- Ability to research issues and problem solve independently
- Ability to work under pressure with sensitive timelines and deadlines
- Become a member of the Government Finance Officers Association (GFOA)

#### **Common Performance Expectations:**

##### **Communications:**

- Ability to communicate effectively and professionally, orally and in written form in English



- Ability to actively listen to others for understanding of their needs and situations

**Decision Making:**

- Must act in a decisive manner using good judgement
- Must be able to assess problems and situations and be able to anticipate needs and evaluated alternatives
- Must be able to effectively interpret the policies and objectives of the department and city

**Interpersonal Relationships**

- Must be consistent in dealing with people.
- Must have ability to accept criticism and/or discipline
- Must have tact and diplomacy
- Must strive for cooperative atmosphere in the department

**Professional Attitude**

- Must have commitment to the organization, willingness to take initiative and dependability
- Must represent the organization to other agencies, staff and cities with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact

**Quality of Work:**

- Must be able to produce quality, accurate work
- Must be able to detect and correct errors
- Must be able to utilize work time properly and productively
- Must have the ability to maintain records in an accurate and accessible manner

**Required Education:**

- Bachelor's degree in accounting, business administration or related field
- Experience with governmental finance/ accounting

**Preferred Qualifications:**

- Certified Public Accountant (CPA) License or Certified Public Finance Officer (CPFO) License
- Public audit experience
- Experience in processing payroll and administering benefit programs

**Physical Demands:**

This work requires periodic lifting of up to 25 pounds; work regularly requires sitting, speaking or hearing, using hands to find, handle or feel and repetitive motions, frequently requires walking and reaching with hands and arms and occasionally requires standing and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken work levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work is generally in a moderately noisy location. Work interruptions are frequent.

**Work Environment:** Work is generally performed in an office environment with standard office equipment and furnishings available. Occasionally, may be required to attend off-site trainings.

**Expected Hours of Work:**

This is a full-time position. Normal business hours and evening meetings



I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Dayton.

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Employee Signature

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Printed Name

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Date