

Job Title: Finance Director

Department: **Finance**  
FLSA Status: **Exempt**  
Union Status: **None**

**JOB SUMMARY:** The Finance Director, direct financial activities, such as planning, budgeting, payroll and accounts payable/receivable. Oversees personnel administrative functions and compliance for all or parts of the city.

**ORGANIZATIONAL AND REPORTING RELATIONSHIPS:** The Finance Director will report directly to the City Manager, and will have a working relationship with the Senior Management, Department Directors, and City employees.

**ESSENTIAL JOB FUNCTIONS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- Prepare, monitor, amend and maintain the City's budget. Publish, file adopted documents required with proper government agencies.
- Monitor fiscal year end, and upcoming fiscal year budgets.
- Prepare documents for audit, and assist auditor with completion.
- Monthly financial reports.
- Oversees accounts payable activities and reconciliation of monthly funds.
- Supervises assigned personnel including, but not limited to, planning and preparing work, interviewing, evaluating, instructing, disciplining, hiring and discharging employees.
- Process all employee documents and personnel files.
- Administer payroll, complete new hire documents, including employee benefits.
- Administer human resource functions, such as federal reporting, workers compensation, and drug testing.

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member for this job. Duties, responsibilities and activities may change at any time with or without notice.

**JOB REQUIREMENTS:**

- Bachelor's degree in Accounting, Finance, Business Administration or other related program of study.
- Minimum of three years of combined experience in a financial management or accounting leadership position.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Economics and Accounting – Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Mathematics – Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government – Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**ENVIRONMENTAL AND PHYSICAL ACTIVITY REQUIREMENTS:** The daily responsibilities of this position constantly require effective talking, hearing, walking and sitting functions. The position also often requires reaching, lifting (up to 10 pounds). Frequent standing and repetitive motion activities are also required. Must be able to read print and computer based materials and to do so with consistent accuracy. Most of these functions require light physical exertion and are conducted inside a temperature controlled professional office environment.

**INTELLECTUAL/MENTAL REQUIREMENTS:** The occupant of this position must be able to perform the responsibilities of the position well under pressure. The position requires adaptability to performing a variety of duties, often changing from one task to another without loss of efficiency or composure. This position requires the ability to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of others. It also requires adaptability to fluctuate between priorities on a daily basis while being responsive to needs as they arise.

**ACKNOWLEDGMENT:** Employee signature below constitutes employee's understanding of the essential duties, responsibilities and requirements of the job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_