



Job Description

Title: Finance Director
Effective Date: March 24, 2020
Grade: 17
Background Checks Required: Criminal BCA, Driver's License, and Reference

DESCRIPTION OF WORK

General Statement of Duties:

Performs skilled accounting for all departments in the city; and performs related duties as required.

Supervision Received:

Works under the direct supervision of the City Clerk, and at the will of the City Council.

Supervision Exercised:

As directed by the City Clerk.

Hours Anticipated:

- Expected to work at least 32/hours week.
- Required to work days and some evenings.

TYPICAL DUTIES PERFORMED

The duties listed are for illustrative purposes and do not necessarily include all the duties or activities performed by this position. Actual duties performed will vary on a day-to-day basis.

1. Provides information and assistance to citizens either in person or by phone; answers questions; researches files; makes copies, and takes messages or refers callers to other City staff.
2. Oversees the coding of accounts payable and receivable transactions and oversees entry into accounting system; verifies account information; organizes expenditures, creates journal entries.
3. Prepares sales and use tax reports.
4. Assists in developing and administering annual City budget; reviews proposed budget in detail with Council, and monitors expenditures and receipts during the year.
5. Assists outside auditing firm with annual audit.
6. Prepares or generates monthly financial reports for the City Council on status of



the budget.

7. Reviews and balances accounts monthly; reconciles checking and savings accounts. Prepares spreadsheets to obtain breakdowns of financial data by fund, account number, and object code.
8. Assists in the TIF reporting process.
9. Works with financial advisors on grant procurement and administration, investment of City funds, and financing for City projects.
10. Administers petty cash fund.
11. Attends workshops and conferences to keep up to date in municipal affairs.
12. Prepares City assessment searches as requested.
13. Issues burning permits.
14. Provide Notary services.
15. Processes payroll for all employees, makes monthly tax deposits. Prepares Quarterly employment reports as required by the state and federal government. Including PERA Reporting, garnishments, etc.
16. Prepare water, sewer, and storm sewer billing.
17. Enter meter readings.
18. Maintain the sewer, water, and storm sewer billing system which includes adding entries and final billing accounts.
19. Prepares monthly reports for the council regarding the utility bills
20. Coordinates with the Maintenance Department to assure all water meters are in working order.
21. Issue dog licenses and building permits.
22. Work city elections.
23. Filing
24. Other duties as assigned by the city clerk or city council.
25. Be able to back-up the city clerks absence.
26. Utilizes Infraseek System
27. Input bank deposits and verify for all accounts.
28. Prepare payroll on biweekly basis including PERA payment.

29. Complete and file quarterly tax reports.
30. Examine and record transactions, maintaining and verifying bills and payments.
31. Prepare and process checks for council approval twice a month for council sessions.
32. Issue necessary reports monthly to manager(s) for council meeting, within 3 weeks of the end of the month.
33. Assist the manager(s) in maintaining fixed asset inventory.
34. Aid the manager(s) with physical inventories as needed throughout the year.
35. Verify and distribute W-2's to all employees by the end of January of each year.
36. Verify and send 1099's to each contract worker by the end of January of each year.
37. Attend City Council meetings, when directed.
38. Work with auditors throughout the year and during the annual audit.
39. Signs checks including fire department.
40. Maintain list of current utility customers
41. Prepares assessment searches for utility accounts.
42. Maintains fixed asset listing.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of accounting procedures sufficient to post, code and process accounting documents
2. Knowledge of basic accounting and business principles sufficient to monitor, collect, and analyze data and implement procedural and transactional changes in fiscal operations.
3. Knowledge of applicable state and federal regulations.
4. English writing ability sufficient to produce general office documents, reports and financial statements.
5. Specialized knowledge of operations and usage of computer hardware and software.
6. Thorough knowledge of city policies, practices and operations, to perform administrative duties.

7. Be attentive to detail and produce work with a high degree of accuracy.
8. Perform arithmetic and mathematical calculations sufficient to compute totals, averages, and percentages of numerical data and to check or reconcile data.
9. Read and understand complex documents.
10. Analyze data to solve complex problems through analysis, research and consultation.
11. Encounter different and unrelated process and methods.
12. Considerable knowledge of accounting, payroll and billing practices and procedures.
13. Considerable knowledge of laws, rules, and regulations affecting City government.
14. Working knowledge of municipal financial management and investment practices and procedures.
15. Considerable ability to keep accurate and complete records and files.
16. Considerable ability to communicate effectively, both orally and in writing with City staff, county officials, elected officials, and the public.
17. Considerable ability to prioritize work, research files, and analyzes problems and develops appropriate recommendations.
18. Considerable ability to prepare a variety of financial reports.
19. Considerable ability to type and enter information with speed and accuracy.
20. Working ability to keep up to date with changing laws, rules, and regulations.
21. Schedule, plan, and organize work in a way that allows for completion in a timely manner, meeting all deadlines.
22. High degree of professionalism and attention to confidentiality.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

High School graduation or equivalent with at least three years of accounting experience using an automated system, preferably in the public sector; thorough knowledge of Windows based programs (Excel, Word), valid drivers license, ability to communicate efficiently both verbally and in writing, excellent organizational skills,



the ability to multi-task, and ability to work independently. Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.

