

City of Jefferson Job Description

Title: Director of Finance

Department: Administration

FLSA: Exempt

Reports To: City Administrator

SUMMARY:

Under general direction of the City Administrator, the Director of Finance independently performs administrative and technical work in administering the City's budgetary, financial activities and capital projects management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates the preparation of the City's annual operating budget, preparing budget amendments and transfers as required. Prepares Federal Construction Project Report, State Fiscal Financial Report, Road Use Tax Report, State Sales Tax and other Federal and State Reports as required.
- Administers financial controls to regulate expenditures in accordance with appropriations and available funds. Supervises the collection of all monies and fees due to the City.
- Prepares monthly and annual revenue, expenditure, income statement, balance sheet and budget comparison reports.
- Coordinates the annual audit.
- Manages daily cash flow by determining need for cash to cover expenditures and availability of cash for investments.
- Monitors the City's investment management program to maximize the amount of cash available for investments and earnings from such investments. Consults with City Administrator on investment strategies. Analyzes and manages the City's investments, maximizing the return on investments by determining best rate for placement of available cash funds.
- Works closely with bond counsel and financial management advisor.
- Monitors City debt obligations.
- Works with bond registrar to pay off bonds and interest.
- Performs and/or supervises general accounting duties of accounts receivable, accounts payable, fund accounting, record of receipts and disbursements and reconciliation.
- Maintains computer updates and backups. Maintains master file computer set-up of accounts and projects and reports sequencing.
- Enters new projects in general ledger, sets up revenue and expenditure accounts and sequences same.
- Maintains the chart of accounts and vendor list. Ensures that all transactions are properly supported and in accordance with established laws, regulations and policies, issues warrants and transfers funds as required.
- Maintains separate records on all Federal and State grants and projects which includes completing proper reports and returning them to the appropriate officials; transferring money to appropriate funds; making all payments from appropriate funds as required and

- maintaining separate ledgers for each grant or project. Maintains finance related City records and documents.
- Prepares paperwork for City Liability Insurance (employee health insurance, worker's compensation) accept bids from providers and provides date to Council for final decision; establishes forms and procedures for the payment of claims.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of the principals and methodology of public organization, functions and issues of municipal government.
- Comprehensive knowledge of cash flow charts and municipal revenue sources including taxation, investment trends and regulations, budgeting, municipal accounting practices including basic and intermediate accounting, fund accounting, municipal audit requirements and procedures, cross-check procedures, computer operation (accounting, payroll, word processing and spreadsheet), and municipal record keeping.
- Knowledge of Tax Increment Financing.
- Knowledge of bond procedures.
- Knowledge of modern office procedures.
- Requires accuracy, logical thinking, organizational and communication skills.
- Ability to accurately complete accounting transactions, make accurate revenue estimates, reconcile financial records and interpret same and to recognize irregularities in accounting records.
- Ability to interpret and apply related governmental fiscal laws and regulations to a variety of financial transactions.
- Ability to efficiently and accurately operate a calculator, typewriter, copier, fax equipment and to do advanced computer operations.
- Ability to handle multi-task situations.
- Ability to select, train and supervise employees.
- Ability to establish and maintain effective working relationships with other City employees, civic groups, the press and the general public.
- Ability to interact as a team player, cooperating with all City personnel while exercising integrity, confidentiality and trustworthiness.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Bachelors Degree in Public Administration, Business Administration or Accounting and two (2) years experience in Fund Accounting, Auditing, Financial Analysis OR an Associate's degree in any of the above fields and four (4) years of comparable experience OR 10 years of comparable experience. Proficient use of computer including Microsoft Office products.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Occasionally required to push, pull, lift and carry books, files and related documents weighing up to 10 lbs. Occasional climbing of steps, stooping, bending, kneeling and reaching (horizontal/vertical) in retrieving and filing documents and records in shelves and drawers. Operates a variety of standard office equipment including computer, word processor, calculator, audio equipment requiring manual/finger dexterity and motor coordination proficiency.

Cognitive Demands

Position involves working directly with people, data and things in the provision of essential program components. Requires the ability to differentiate between numbers, figures and forms; visual, sound, color perception and discrimination. Capacity to use and interpret a variety of information furnished in written, oral or schedule form. Applies acquired knowledge and skill in the principles and practices associated with modern financial and related administrative management functions in the coordination and control of operational functions, public relations and resolution of problems with potentially sensitive implications.

Language Ability and Interpersonal Communication

Significant direct interaction with Mayor, Council Members, Department Heads, the public, the media, other governmental entities and employees in the provision of essential program services provided. Purpose of such interaction is to provide, exchange or obtain information in written or oral form which is crucial to the effective operation and management of governmental affairs. Requires the capacity to speak effectively and authoritatively regarding such services with individuals, groups and audiences with poise, voice control and confidence using correct English. Maintain self control during periods of extreme stress and rigid work deadlines. Requires the ability to read, interpret, apply and disseminate technical information which has a direct impact on governmental operations.

Environmental Adaptability

Work is performed in a general office environment, heated during the winter and cooled in the summer. Job is not subject to significant occupational or environmental hazards. Likelihood of personal injury would be relatively slight. Ongoing contact with the public in this setting always has the potential for dealing with irate customers and the public when they have a complaint regarding City services.