



JOB DESCRIPTION

DIRECTOR OF FINANCE & ADMINISTRATION

Department:	Finance	Classification/FLSA:	Full Time, Exempt
Location:	City Hall	Reports To:	City Manager
Supervises:	Finance & Admin Teams	Salary Range:	\$86,841-\$112,895 Annually
Benefits:	Per City Handbook	Travel:	As needed
Date Written/Revised: 06/04/2019; 4/14/20; 11/1/22; 4/1/25			

POSITION SUMMARY

The Director of Finance reports to the City Manager and is responsible for managing the financial activities of the City including accounting, payroll, budget preparation and analysis, investments, utility billing and tax revenue.

DUTIES AND RESPONSIBILITIES

- Hires, trains, supervises and evaluates assigned staff
- Plans, organizes and directs general ledger accounting including payroll, accounts payable, utility billing, cash collections and accounts receivable
- Manages annual budget preparation process in collaboration with the City Manager and City Commission. Prepares the annual budget documents. Reports bi-monthly budget to the City Commission
- Advises the City Manager in financial matters of the City; formulates and oversees the City's investments; provides long-term and strategic financial support by preparing the annual Five-Year Financial Plan
- Collaborates with City Manager and department heads to develop and oversee an annual Five-Year Capital Improvements Plan
- Prepares financial summary and forecast reports for revenues, expenditures and fund balances. Presents reports to City Council monthly
- Oversees City debt issuance and annual debt payments
- Establishes and oversees accounting procedures and internal controls for cash receipts and disbursements
- Reviews and revises Finance Department's policies and procedures
- Assists with preparation of annual audit by outside auditors and the Comprehensive Annual Financial Report (CAFR)
- Understands and applies federal, state and local accounting practices and regulations

POSITION COMPETENCIES

- Advanced skills to analyze and interpret fiscal and accounting information; prepare accurate and timely financial statements and reports
- Comprehensive knowledge of municipal accounting and finance regulations
- Comprehensive abilities in problem solving, conflict management and customer relations techniques
- Proficient skills in Microsoft Office Suite including Excel, Word, and PowerPoint
- Proficient skills in payroll, billing and budget application management

EDUCATION

- Bachelor's degree from an accredited college or university in accounting, economics, finance, public or business administration or a related field. A Master's degree is highly desirable
- Experience Seven years of progressively responsible financial management experience in a diverse organization with oversight of accounting and budgeting operations, including at least three years as a supervisory or managerial experience
- Public-sector experience is highly desirable
- Certified Public Accountant certificate, certificate in procurement management, and accreditation by the Government Finance Officers Association (GFOA) is desirable
- Maintain a valid Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties
- At least four years of supervisory or administrative experience in managing a finance, accounting, payroll team and maintaining financial records, auditing and preparing and presenting financial reports