

Finance Director

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work planning, directing, coordinating and supervising the finance department, preparing and monitoring the budget, monitoring regulations and procedures are followed, maintaining appropriate records and files, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Departmental supervision is exercised over Finance Clerk.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Plans and develops accounting procedures; maintains financial records ensuring conformity with government accounting principles.

Manages and oversees invoice payments, utility billing, escrow account billings for developers, payroll, fixed assets and funds deposited.

Manages and invests City's funds according to established investment practices and policies approved by Council.

Coordinates the preparation and planning of the annual budget for submission to the City Administrator and Council; assists departments on reviewing and developing each department's annual budget.

Supervises department employees; delegates duties and reviews performance ensuring assignments are completed within time required and meet professional standards.

Consults with auditors and bond consultants coordinating information and financial reporting; completes as required for the audit and bonding records; oversees the administration of the City's debt.

Coordinates information preparation for various bond sales.

Knowledge, Skills and Abilities

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; ability to evaluate financial systems and efficiently formulate and install accounting methods, procedures, forms and records; thorough knowledge of municipal government operations and procedures; general knowledge of standard office software and equipment; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with associates, governmental officials and the general public.

Education and Experience

Bachelor's degree in finance, accounting or business administration and considerable experience in finance administration or accounting, or equivalent combination of education and experience.

Physical Requirements

This work is sedentary and requires little to no exertion of force; work regularly requires sitting and speaking or hearing, frequently requires walking, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, reaching with hands and arms, pushing or pulling 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 word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Finance Director

Possession of an appropriate driver's license valid in the State of Minnesota.