



JOB DESCRIPTION

Job Title: **Finance Director**
Grade: 15
Supervisor Title: City Administrator
Department: Finance
FLSA Status: Exempt
Date Reviewed: 02/22/2024

Minimum Qualifications of Education and Experience:

- Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a related field.
- Five (5) years' experience in a senior municipal finance position.
- Four (4) years' of supervisory experience.

Nature of Work:

This position is responsible for performing a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal and administrative records and systems of the city.

Communicates with:

Internally – All staff.

Externally – Vendors and general public, including brokers, financial advisors, and bond counsel.

Supervision:

All finance staff.

Essential Work Functions:

- Manages and directs the operations of the Finance Department including payroll, investments, payables, receivables, debt, utility billing, fixed assets, insurance, cash management and customer service inquiries.
- Make recommendations and reports to the City Administrator regarding fiscal matters affecting the City.
- Coordinates and prepares the development of the City's financial plan and budgeting process, including operational and capital financial plans.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Conducts departmental review of the proposed budgets and presents the proposed budget to City Council.
- Selects legal and financially secure investments which coincide with the City's cash flow needs and resources maximizing interest returns.
- Carries out direction from the City Administrator and City Council regarding the development of short- and long-range financial plans; gathers, interprets, and prepares financial data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Communicate financial information to elected officials and staff in a direct, understandable, and timely manner.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
- Prepare and submit the required reports to various governmental bodies and private organizations.
- Administers the City's risk and workers compensation insurance policies.
- Represent the City at designated local, state, and national meetings relative to the City's financial matters.

- Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Develops financial studies and plans per direction from the City Administrator and City Council. Forecasts, estimates, and monitors the financial condition of the City to assure fiscal well-being.
- Oversees accounting entries to reflect City Council actions and management decisions.
- Oversees the posting and reconciliation of ledgers and accounts.
- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, develops, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of financial operations.
- Determines cash planning and availability.
- Prepares and coordinates the fiscal data and production of annual reports and fiscal projections for Tax Increment Districts and Securities and Exchange Commission Bond Disclosure requirements.
- Oversees the Information Technology function, including interactions with Metro I-Net as a liaison, equipment/technology planning and budgeting, and acts as the alternate on the Metro I-Net Board.

Other Work Functions (Illustrative Only):

- Performs related work as required.

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's license.
- Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and financial packages.
- Considerable knowledge of office automation and computerized financial applications.
- Considerable knowledge of public finance and fiscal planning.
- Considerable knowledge of payroll and accounts payable functions.
- Working knowledge of budgetary, accounting, reporting systems, GAAFR, GAAP, GASB.
- Considerable ability to prepare and analyze complex financial reports.
- Considerable ability to recognize, trace, and correct errors in accounting entries and reports.
- Considerable ability to prioritize work and meet deadlines.
- Ability to maintain efficient and effective financial systems and procedures.
- Ability to effectively supervise staff.
- Knowledge and skill in strategic planning.
- Ability to communicate effectively orally and in writing; ability to establish effective working relationships.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of City projects and problems in an effective and professional manner.
- Skill in the operation of office tools and equipment.

Persons with disabilities: the above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Function:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Travel	X			
Close and distance vision			X	
Color vision, depth perception, accommodation, field of vision	X			
Light (10 pounds of force)		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council, City Administrator or appropriate Elected Official retains the discretion to add duties or change the duties of this position at any time.

Mounds View is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature: _____ Date: _____