

FINANCE DIRECTOR / CITY TREASURER

SUMMARY

Performs a variety of complex, supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems and treasury functions of the City, as well as supervising the operations of utility billing and customer service. Special emphasis on governmental accounting and updated GASB.

SUPERVISION RECEIVED

Appointed by the City Commission; works under the general supervision of the City Manager.

SUPERVISORY RESPONSIBILITIES

Exercises general supervision over all finance staff.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

Typical duties may include, but are not limited to the following:

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates staff; reviews progress and directs changes as needed.
2. Oversees the accounting and financial systems of the City; oversees the posting and reconciliation of ledgers and accounts; reconciles unresolved and/or large errors in all systems; makes adjustments as necessary.
3. Oversees collection of deposits; maintains cash records and activities in compliance with City policy and state law; monitors bank ratings; reconciles bank statements; prepares cash flow analysis as needed.
4. Provides and communicates leadership and direction in the development of both short and long range financial plans; gathers, interprets and prepares reports and recommendations to other department heads, the City Manager and the City Commission.
5. Oversees the water and sewer billing system for the City; administers the terms of water and sewer contracts with other governmental units; conducts annual rate studies, implements rate changes; resolve issues.
6. Handles inquiries and complaints from the public, provides information and responses on city policies and ordinances, as well as state law.
7. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; oversees revenue and expenditure systems to assure sound fiscal control; leads the preparation of the annual budget; recommends budget amendments; assures effective and efficient use of budget funds, personnel, materials, facilities and time.
8. Oversees annual audit process.
9. Coordinates the collection of taxes, fees, other receipts and monies owed to the City of St. Joseph in accordance with laws and regulations; ad valorem and special tax act property rolls; special assessment rolls; processes adjustments.

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10. Oversees the preparation of state and federal payroll tax reports, oversees accounts payable process; oversees accounts receivable process.
11. Develops and maintains records for fixed asset program; oversees posting of automated system calculating depreciation, and recording of acquisitions and disposals.
12. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
13. Assures debt issuance is compliant with law and best practices in municipal government.
14. Serves as administrator, secretary/treasurer of the retirement board; administers city self-funded pension plan; oversees processing of pension payroll; coordinates financial management of pension funds; coordinates with and reviews recommendations of pension plan actuaries, investment managers and advisors.
15. Assists in the preparation, execution and maintenance of various contracts.
16. Performs general management duties as assigned.

ESSENTIAL FUNCTIONS, QUALIFICATIONS, AND KSA'S FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A. Bachelor degree (B.A. or B.S.) in finance, accounting, or a related field from four-year college or university;
- B. Six years' related experience and/or training including supervisory experience and/or training, preferably in a public agency;
- C. Equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Proven track record of modern governmental accounting practices and principals; considerable knowledge of internal control procedures and management information systems, 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 and reporting systems; considerable knowledge of cash flow and investment practices.
- B. Ability to prepare and analyze complex financial reports; ability to maintain effective and efficient financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees and City officials; ability to communicate effectively orally and in writing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Revised: 5/5/21