JOBS OVERVIEW

Job Title: Finance Director
Department: Finance
Location: City Hall
Reports To: City Administrator
FLSA Category: Exempt
EEOC Category: Officials and Administrators
Pay Group: 39
Pay Range: $102,939 - $149,261

GENERAL JOB DESCRIPTION

To oversee overall operations of the finance department, utility billing and collection. Prepares annual city and department budgets and maintains city investment records. Coordinates annual financial report and audit. Manages the city’s debt. Reviews various reports and recommends and implements financial policies and procedures. Works on special projects as provided by City Administrator. Assumes the responsibilities of the City Administrator during temporary absences.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Provides administration of city fiscal activities, including accounting, payroll, budgeting, purchasing, billing, financial reporting, banking, investments, and debt management.

Ensures compliance with applicable federal, state, and local laws and regulations concerning municipal financial administration, including regulatory reporting, in accordance with the Generally Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board (GASB) rules and guidelines.

Prepares, assembles, and summarizes data into various records and reports concerning financial status and related issues for use in various city administration functions and for public information purposes.

Presents monthly, quarterly, and year-end financial reports to the City Council.

Directs, supervises, and evaluates the performance of subordinate personnel.
Plans, coordinates, and controls the city's accounting system and debt service requirements, and implements/recommends asset management techniques, such as funds investment policies and procedures in accordance with GAAP.

Processes banking transactions, i.e., wire transfers, investments, transfer of funds.

Administers outside contracts with financial entities, i.e., auditors, banks.

Reviews invoices and approves payments; verifies purchase order authorization.

Reviews reports and surveys utilized in financial reporting.

Reviews purchasing procedures to ensure compliance with state purchasing laws.

Reviews financial statements and adjusts as indicated, ensuring correct information for all items impacting budget allocations.

Prepares and presents periodic reports to the City Administrator.

Prepares and presents annual financial statements and annual budget statements in accordance with GAAP.

Works collaboratively with departments in preparing and implementing budgets, including reviewing, and discussing adherence, and in revising accounting and billing systems, all in accordance with GAAP.

Administers payroll functions; reviews payroll reports for compilation of statistical information; reviews utility billing and collection reports; reviews and authorizes write off accounts.

Maintains current knowledge of trends and developments in municipal finance administration.

Attends various city administration meetings to represent the financial accountability of the city, and for review purposes, i.e., resolutions, ordinances, inter-local agreements.

Provides support and assistance to personnel under charge in conducting all facets of daily operations.

Performs various administrative tasks, i.e., generating correspondence, compiling financial reports and summaries.

Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

Bachelor’s degree in finance, Accounting, or closely related field.

Five (5) years of municipal finance administration experience, or an equivalent combination of education, training, and experience.

**LICENSES & CERTIFICATES**

Possession of valid driver’s license.

Must be bondable.
KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

Operations, services, and activities of a comprehensive, municipal finance program.

Principles, practices, and methods of municipal finance and accounting as set forth in GAAP standards and practices.

Principles of organizational analysis and design.

Principles and practices of program development and administration.

Investment policies and procedures for safety, liquidity, and yield for public funds according to the Public Funds Investment Act (PFIA) standards and practices for same.

Methods and techniques of statistical data collection and analysis.

Principles and procedures of management systems and reporting.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

City personnel policies and procedures.

Principles and procedures for developing goals, objectives, and management plans.

Skill in:

Attention to detail in dealing with numbers, words, and ideas.

Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

Researching, analyzing, and compiling data and preparing concise documents.

Strategic and critical thinking.

Interpersonal relations.

Organization and time management.

Planning.

Ability to:

Communicate clearly and effectively, both orally and in writing.

Develop and administer departmental goals, objectives, and procedures.

Analyze data and information; draw conclusions; propose responsive actions.
Plan, organize, direct, and coordinate the work of subordinates.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports in accordance with GAAP.

Prepare and administer multiple and complex budgets in accordance with GAAP.

Interpret and apply applicable federal, state, and local policies, laws, and regulations.

Use computers and applicable software.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.