



Position Description

Job Title	Finance Director
Department	Finance
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

Under administrative direction of the City Administrator, this highly responsible professional position serves as the Chief Financial Officer of the City and performs complex work involving fiscal planning, internal audit controls, budgetary controls and cost studies. The Finance Director manages, organizes, coordinates and performs the financial, accounting and budgeting activities for the City, and is responsible for safeguarding the City's financial assets, assigning and supervising the work of the Finance Department staff, and insuring the reliability of financial information.

Supervision

Received	City Administrator
Exercised	Supervises the Clerk Treasurer, the Assessor and the Finance Department staff.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Supervises and maintains internal accounting and control activities throughout the City for purposes of obtaining financial information, controlling expenses and maintaining required records.
- Plans for and implements the installation and development of an effective financial management and reporting system.
- Supervises the timely filing of intergovernmental financial and informational records as prescribed by federal law and Wisconsin statutes.

- Develops and recommends to the Finance Committee fiscal and accounting policies and practices that will ascertain, maintain and continually improve the City's financial position.
- Assists in the creation of the annual City budget in accordance with the policy direction of the Mayor, City Administrator and Finance Committee for presentation to the Common Council.
- Directs the overall Risk Management Program (insurance) to assure the adequate protection of the City's properties, funds and securities, and to assure protection from municipal exposure to liability; insures that City is properly reimbursed when losses arise.
- Assists department heads in the preparation and administration of the annual budget; maintains a system of responsible control to insure that expenditures do not exceed appropriations, in compliance with applicable Wisconsin statutes.
- Attends hearings on departmental budgets and other issues to provide data and determine recommended appropriations.
- Performs research and prepares special fiscal impact reports; forecasts fiscal trends for recommendations of administrative and fiscal policy.
- Assists the Clerk/Treasurer's Office, Municipal Court and other departments in overall billing and collection functions, including calculation of bills, recording and deposit of receipts, and maintenance of customer accounts and related records.
- Issues approvals for contracts, vouchers, purchase orders and other financial transactions; confers with supervisors on special events and non-routine transactions for the disbursement of funds.
- Examines and audits vouchers and invoices for accuracy and proper authorization, and approves for payment.
- Assists in the coordination of the accounting function with all other areas of City government to include purchasing and asset review.
- Confers with and advises City officials, department directors and others in proper procedure regarding financial matters of the City (e.g., preparation of operating budgets).
- Checks and audits ledger accounts for accuracy, procedural and systems compliance; assists in the preparation of financial statements, summaries and reports.
- Trains and develops Department personnel; determines and prescribes work methods, procedures and policies; assigns, supervises and reviews the work of Department employees.
- Conducts year end auditing of General Fund, Sewer Utility, Special Revenue Funds, Enterprise Funds, and all other funds and federal and state grant audits
- Serves as accountant (or directs and supervises Department staff) in performing accounting functions for Enterprise Funds (excluding Water Utility).
- Supervises the posting of transactions; reconciles bank statements and prepares special reports.
- Coordinates planning of CDBG accounts to include loan schedules and preparation of draw amounts.
- Coordinates debt issuance.
- Provides coverage analysis of the Clean Water Fund Loan.
- Oversees the issuance of City checks for payment of liabilities; verifies expenditures.
- Plans, coordinates and prepares for annual financial audits performed by contractors.
- Assists City Administrator with Capital Improvement Plan including collection of data and presentation to Finance Committee.
- Prepares and presents quarterly financial statements to the City Administrator and Finance Committee.
- Supervises and evaluates the work of the Assessor and the Clerk/Treasurer.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from and accredited four year college or university with a degree in Accounting, Finance or a closely related field, and at least seven years of experience in governmental finance and accounting, including several years of supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- Modern principles of public financial management, administration, budget preparation and accounting (including GAAP, GASB).
- Financial software (Munis) and the principles and practices of automated accounting and finance administration.
- General laws, administrative policies, rules and regulations governing municipal financial practices and procedures, including applicable Federal regulations and Wisconsin statutes.
- The use of standard office equipment and other applicable software programs.

Ability to

- Assign, direct and supervise the work of others.
- Provide leadership and motivate employees.
- Read, analyze and interpret technical, statistical and financial information.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Respond to common inquiries or complaints from customers, regulatory agencies or members of the community.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with internal and external contacts.
- Work well with Elected Officials.

Skill in

- The operation of computers and relevant software.
- Oral and written communications.
- Math and accounting.

Necessary Special Requirements

Certified Public Accountant (CPA) strongly preferred; ability to pass a criminal and financial background check; bondable.

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to kneel, crouch or bend.
- The employee must occasionally lift and/or move up to 25 pounds.

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