



FINANCE DIRECTOR

Department: **Town Manager** Class Code: **38**
Reports to: **Town Manager** FLSA Status: **Exempt**

GENERAL PURPOSE: Under administrative direction, serves as the Chief Financial Officer of the Town by managing and directing all financial operations.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Meets with internal and external parties on various situations or issues; serves as the main contact for the Finance Committee, including preparing agenda packets for committee meetings; coordinates with external consultants and attorneys as needed; review analyses prepared by external consultants for accuracy and completeness.
- Prepares, forecasts, monitors and adjusts the Town budget.
- Prepares financial forecasts, rate analysis, and models and makes recommendations for funding sources and debt structure.
- Supervises and directs subordinate staff; assigns and reviews work; sets work priorities; monitors work; evaluates staff performance; approves time off from work ; reconciles grant funds
- Monitors, records, analyzes, forecasts, researches cash flow to ensure daily requirements are met; anticipates expenditures, including planning for required debt service payments monitors cash activity..
- Reconciles the Court's bank statements to the general ledger; prepares journal entries to reflect the Court's monthly activity from bank statements; prepares accrual journal entries for the Court's reimbursement to the Town
- Reviews and approves various financial documents; signs or stamps checks; reviews all agenda items going to the Town Council for funding information, accuracy and completeness; reviews new employee setups for accuracy, modifying as necessary; monitors the progress of monthly and completed reconciliations assigned to staff; reviews monthly actual revenues and expenditures related to budgets, including ensuring that revenues and expenditures are accurately recorded; prepares monthly financial reports for the Town Council; prepares quarterly and annual reports, including external reports; prepares analysis, reports and information for both internal and external parties.
- Determines when tax and deduction rates set by external parties must be changed and makes the required changes; performs year-end close for accounts payable and payroll modules; performs the monthly and year-end closes for the general ledger module;; sets up system users for access; provides training for staff and others as needed; creates and modifies reports; troubleshoots problems and resolves errors as needed.
- Interprets financial situations or issues; reviews proposed legislation and determines the fiscal impact; communicates and coordinates with others so the Town can proactively respond and plan for the potential fiscal impact.
- Serves as the main contact for external auditors; facilitates annual audits; prepares schedules, analyses and information for the audit; handles responses to audit findings; reviews and approves the final reports.

JOB DESCRIPTION

Finance Director

- Authority to waive the collection or imposition of risk deposits, delinquent MONTHLY fees, MISCELLANEOUS FEES or late charge fees imposed by the provisions outlined in the utility billing process.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Accounting or a closely related field and five years of financial/audit/budget management experience, including three years of supervisory experience, in a government setting or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

CPA preferred.

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of financial management, budgeting and auditing.
- Principles and practices of governmental accounting and GAAP, GASB and GAAS.
- Payroll rules and regulations.
- Principles and practices of leadership.
- Principles and practices of public administration and the public process.
- Town codes, Personnel manual and Town General Plan.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand requests for financial information and determine the appropriate information format.
- Adapt financial presentations and training to various audiences.
- Prepare complex financial reports, including analysis and narrative.
- Determine broad financial impacts of complex financial situations and proposed legislation.
- Review studies and/or reports prepared by external consultants and auditors for accuracy and completeness.
- Prepare complex spreadsheets and construct and/or modify automated reports.
- Explain the financial impact of payroll rules or regulations.
- Coach and supervise employees.
- Evaluate the need for training and provide same.
- Work with all levels of an organization and provide technical guidance and consultation in making strategic decisions.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.

JOB DESCRIPTION

Finance Director

- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 10 pounds.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
D&R Revised		2016.03.10				
D&R Revised		2021.02.04				

APPROVED: Laura Kyriakakis / HRD

DATE: 2/4/2021