

JOB DESCRIPTION

Town of Ashland City Financial Director

CLASSIFICATION TITLE:	Finance Director
DEPARTMENT:	Finance
REVISION DATE:	11/4/2024
REPORTS TO:	Mayor
EMPLOYMENT STATUS:	Full Time
FLSA STATUS:	Exempt
PAY GRADE / RATE:	9 / \$71,923.00

JOB SUMMARY

The Finance Director is under the direction of the mayor and this position oversees the day-to-day management of the finance activities of the city including budgeting, accounting, purchasing, tax collections, etc. The primary objective of the Finance Director is to manage the day-to-day operations of the finance department. The Finance Director is to ensure that the personnel and all services of the office are functioning effectively and efficiently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Confers, coordinates, plans, and provides support to department heads and other employees on various financial matters
- Plans, organizes and directs operations in the areas of accounting, budgeting, capital budgeting, reporting, purchasing, tax collection, and all other financial activities
- Prepares the appropriation ordinance, budgetary comptroller reporting, and all other related documents.
- Assists department heads with budget projections and generates accurate reports in a user-friendly format so that department heads can financially manage their departments and monitor their budgets
- Maintains financial records for all grants for required reporting
- Formulates and oversees the City's investment program
- Makes effective oral and written financial presentations to City Council as required.
- Helps assure that all financial operations are performed in compliance with applicable local, state, and federal laws, as well as with generally accepted governmental accounting principles and nationally recognized governmental best practices
- Maintains office services by organizing office operations, procedures, and designing filing systems
- Assigning, managing, and monitoring clerical functions in accounts receivables, accounts payables, water billing, and payroll
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement
- Designs and implements office policies by establishing standards and procedures; measuring results and making necessary adjustments.
- Manages financial office staff by coaching counseling and disciplining employees; planning, monitoring, and evaluating job results
- Monitors the financial policies and procedures of City departments and operations, makes recommendations for revision when appropriate.
- Recommends and implements changes in financial policies and procedures for various departments
- Assists in city website management
- Monitoring security of payments and information
- Develops of city budget by working with department heads and Mayor for Council approval
- Attends and assists with packet preparation for budget meetings
- Plans and coordinates Town's annual audit working with contracted auditors

QUALIFICATIONS

- Bachelor's degree in finance related field required.
- Experience in a progressively responsible position
- Minimum of 2 years of supervisory experience preferred
- Designated Certified Municipal Financial Officer or ability to obtain certification within 2 years or exempt under the CMFO Act of 2007 which would be CPAs, CGFMs and CPFOs under TCA 6-56-405.
- Notary or ability to obtain notary within 6 months.
- Performs related duties as required.

SKILLS AND ABILITIES

- Understands internal control required by state law and assist department heads to develop, document, implement, and monitor the City's internal control system.
- Must have excellent verbal and written communication skills
- Knowledge and experience with Microsoft Office Suites.
- Ability to maintain a high level of accuracy
- Must have the ability to create and maintain well-written and understandable records.
- Must have the ability to direct and discipline personnel.
- Excellent organizational skills
- Excellent inter-personal and customer service skills.
- Ability to work independently and with a group
- Knowledge/ability to learn Tyler software
- Extensive knowledge of the principles and practices of modern municipal accounting, budgeting and finance, including capital budgeting, cost containment, investment management, cash control, intergovernmental cooperation, and the regulatory/legal environment of municipal organizations
- Ability to instill a sense of customer service and responsiveness throughout the Finance Department
- Must possess excellent analytical and problem solving skills
- Extensive knowledge of modern management principles and practices

EQUIPMENT OPERATED

- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Microsoft Office Suites
- Cell phone

WORKING CONDITIONS

- Working conditions are in an office environment
- Working environment is office setting with some lifting of office supplies weighing up to 25 lbs.

USUAL PHYSICAL DEMANDS

- Must be able to lift office supplies and materials
- Long hours of sitting with intermittent standing
- Using office equipment and computers

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL

Mayor's Signature

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature

____/____/____
Date