

## **POSITION DESCRIPTION – Finance Director**

### **DEFINITION**

This is a skilled, full time exempt position under the general supervision of the City Administrator and/or the Assistant City Administrator. This employee plans and directs the disbursement and accounting of revenues and expenditures for the City. Work involves supervision of the budget, purchasing, accounting, general revenue collections, and payroll operations. This employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established Generally Accepted Accounting Principles, established municipal finance procedures, local ordinances and state and federal statutes governing the responsibilities of local government accountants.

### **ESSENTIAL FUNCTIONS OF THE JOB**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, repeated or a logical assignment to this class.*

- Plans, organizes, directs works, and supervises the operations of the Finance Department, including disbursement of and accounting for municipal funds, billing and collection (utilities, property tax, court, etc.) and preparation of monthly, quarterly, and annual reports; supervises staff assisting with these duties.
- Responsible for ensuring payroll is in compliance with all IRS and FLSA guidelines and regulations, and accounts payable is in compliance with all guidelines and regulations.
- Publicly presents reports to the Board of Mayor and Aldermen and answers questions during financial discussions at BOMA meetings and Budget and Finance Committee meetings.
- Works with City Administrator in the preparation of the general operating and capital improvements budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures.
- Assists with long-term revenue projections and cash flow needs.
- Establishes and administers City financial policies according to local, state and federal law.
- Manages the receipt and investment of City revenues.
- Oversees and participates in financial risk management functions.
- Assists the auditors during the annual audit of City financial records; follows up on findings to improve financial systems and presents those findings to City Leadership and BOMA.
- Maintains a general accounting system for the City.
- Oversees maintenance of financial records for each department.
- Maintains separate accounts for items of appropriation in the budget, including amount of the appropriation, amounts paid, unpaid obligations against the account, and the unencumbered balance.

- Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks.
- Provides direction, leadership and guidance to department heads and assigned staff regarding long-term revenue projections and cash flow needs.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

- Conducts training for department heads and finance department staff.
- Authorizes user access to financial management system and payroll system.
- Performs other duties as assigned.

### **EQUIPMENT/PHYSICAL DEMANDS**

This position requires the use of various office equipment including but not limited to a personal computer (word processing, spreadsheet generation); and accounting software; 10-key calculator, telephone, facsimile machine, copy machine, etc.

While performing this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to walk, stand, climb, balance, stoop, kneel, crouch or crawl. The employee must also use hands to operate, finger, handle, or feel objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work is performed indoors in a comfortable, climate-controlled office environment. The noise level is moderate with a fast-paced, sometimes hectic schedule and frequent visitors from other departments.

### **TEAMWORK**

Develops constructive and cooperative working relationships with others. Encourages others to express their ideas and opinions. Provides input into identifying and solving problems. Anticipates need of others for information about job tasks and work environment and provides it to them in a timely manner. Willingly assists others with job tasks when appropriate.

### **REQUIRED KNOWLEDGE AND ABILITIES**

Knowledge of Tennessee law and of local ordinances governing municipal financial practices and procedures.

Knowledge of the principles and practices of public finance administration, including principles and practices of municipal budgeting and accounting.

Knowledge of Generally Accepted Accounting Principles;

Knowledge of supervision techniques including motivation, communication, leadership, performance coaching and evaluation;

Ability to evaluate complex financial systems and formulate and implement accounting methods, procedures, forms and records.

Ability to plan, organize, direct, and evaluate the work of employees in the specialized field of accounting and collections.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other City employees;

Ability to conduct long range fiscal planning.

### **QUALIFICATIONS**

The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through obtaining a baccalaureate or higher degree in accounting, finance, or business administration, plus a minimum of five (5) years related experience and/or training, or an equivalent combination of education and experience. A minimum of one (1) year financial management (supervisory) experience is desired.

Certified Public Accountant (CPA) and/or Certified Government Financial Manager (CGFM) preferred.

Certified Municipal Finance Officer (CMFO) designation strongly preferred, or the ability to obtain within 1 year.

Applicants will be considered on basis of qualifications, experience, and suitability for position without regards to race, color, religion, sex or national origin. The City of Spring Hill is an EEO/AA/Title VI Employer. Minorities and Women are encouraged to apply.

Please apply on our website: [City of Spring Hill - Job Opportunities \(paylocity.com\)](http://City of Spring Hill - Job Opportunities (paylocity.com))