

JOB DESCRIPTION

Finance Director

FLSA: Non-Exempt
Reports to: City Administrator

Pay Level: Level 9
Prepared/revised: March 2018

Job Summary:

The employee is responsible for work performed in accounting and office functions of the administrative office, directing activities of the office and support services under the general supervision of the City Administrator. Instructions to the employee are general and the employee must routinely use independent judgment when performing tasks. The employee must consider different courses of action. The uniform accounting code and accounting system must be followed in order to complete tasks

Supervision Exercised or Received:

The Finance Director receives supervision from the City Administrator.

Essential Functions:

1. Responsible for accounting and financial records of all funds, including reconciling bank statements and invoices, bond payments, drafting checks, accounts payable, etc.
2. Responsible for maintaining health insurance and worker's compensation coverage.
3. Prepares all deposits and withdrawals
4. Prepares all accounting reports
5. Prepares all payroll
6. Balances all receipts and tax collections monthly
7. Work with office personnel, formulation strategies and plans
8. Ensure that financial systems are robust, compliant and support current activities and future growth
9. Ensure budgeting processes are carried out and reviewed
10. Maintain exceptional communication skills at all levels
11. Maintain strong IT skills, always being ahead of new technologies

Additional Responsibilities:

1. Prepares social security and tax withholding 941 reports
2. Prepares quarterly state unemployment reports
3. Prepares recorder reports submitted to State
4. Maintains general records of account according to established accounting classifications, including various ledgers, registers and journals
5. Posts entries to books and computer from supporting records, makes adjustments and prepares financial statements
6. Assists City Administrator
7. Deposit City receipts at bank

Knowledge Of:

1. Knowledge of general accepted government auditing standards
2. Knowledge of the uniform accounting and generally accepted accounting principles

3. Knowledge of personnel policies and procedures
4. Knowledge of basic principles and methods of bookkeeping
5. Knowledge of business English and arithmetic
6. Knowledge of modern office practices, procedures and equipment
7. Knowledge of the application of basic bookkeeping principles applied to routine transactions
8. Knowledge of the overall City operations including City codes and ordinances
9. Ability to exercise good judgment in evaluating situations and making decisions
10. Ability to handle high levels of pressure and critical decision-making
11. Ability to establish and maintain an effective working relationship with other employees
12. Ability to use keyboards accurately on calculators, typewriters and computers
13. Ability to keep written ledgers manually
14. If applicable, must have knowledge of regulations required by Single Auditing Act
15. Ability to evaluate situations and make decisions
16. Ability to work independently on a variety of tasks
17. Ability to understand and follow oral and written instructions
18. Ability to manage time, meet deadlines and finish projects within the required time

Position Requirements:

1. **Education** – Bachelor of Business Administration in Accounting, Finance, or closely related field; Master’s degree preferred. CPA and/or Certified Government Finance Officer preferred.
2. **Work experience** – 1-2 years experience in responsible office work and 5 -7 years of progressively responsible managerial positions in accounting and financial management required. Similar experience in the public sector preferred.
3. **CMFO** – if qualifications do not meet the exemption criteria of the Municipal Finance Officer Certification (CMFO) and Education Act of 2007, the director must enroll and successfully complete the CMFO education program and obtain certification from the State of Tennessee. The maximum length of time allowed to obtain the certification by the state policies and procedures of the Act, or up to 18 months.
4. **Computer skills** – knowledge of Microsoft Office including but not limited to PowerPoint, Excel, email and other relevant software, including but not limited to, Local Government and eGov.

Additional Requirement:

1. **Work hours** – 40 hour work week. A full time, non-exempt employee. May work evenings and weekends, as needed.
2. **Work environment** – Work is generally performed indoors, some tasks will be performed regardless of weather conditions.
3. **Physical Requirements** – The Finance Director will be required to do common tasks such as: sit for an hour or more, talk, hear, stand, walk, balance, stoop, squat, bend and /or kneel, and lift objects weighing 30 pounds or more. 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 function. Must be able to perform essential functions of life.

Note:

At the discretion of the City of Fayetteville, a background check may be made. Employment is contingent upon satisfactory completion of a background check, drug screen and agility test.

Nothing in this job description restricts the ability or the right of the City of Fayetteville to assign, reassign or eliminate the duties and responsibilities of this job either orally or in writing. Tasks and responsibilities may be changed at any time, due to reasonable accommodations or other reasons deemed appropriate by the City of Fayetteville.

The job description does not constitute an Employment Agreement between the employer and the employee and is subject to change, according to the business needs of the City of Fayetteville.