

Finance Job Descriptions and Positions

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Consideration to Approve



DEPUTY FINANCE DIRECTOR

Changes include: Wage grade level change, realigning responsibilities, and some tasks and duties to prepare for succession planning.

Duties include: Supervision of Finance and Utility Billing
Responsibilities include budget creation and annual audit preparation, overseeing the financial of grant administration, collaborating with all departments, debt, bonds, loans, overseeing the financials of the city, capital infrastructure and depreciation of fixed assets.

Knowledge of: Municipal fund accounting, investment fund management



DEPUTY FINANCE DIRECTOR, continued

EDUCATION and EXPERIENCE: Bachelor Degree in Accounting or related field. A Masters Degree and /or CPA desired. Minimum of six (6) years of municipal governmental accounting experience, including management and supervisory experience. Or, an equivalent combination of education and experience may be considered.

GRADE LEVEL Change: From Grade 17 - to Grade 20 with Exempt status
This position was an approved budgeted item in 2025 for a grade 17



FINANCE TECHNICIAN

This position would be responsible for accounting and clerical work with Accounts Receivable. Perform a variety of accounting, customer service and back-up support in finance and utility billing, administration and municipal court.

Duties include: Review and post daily department revenues. Provide support to Utility Billing Department including customer service, mailings and payments. Post AR batches, balance receivable funds, and generate AR Invoices daily. Prepare financial reports along with the annual receivable write-offs. Back-up floater to customer service departments and the Administration department.



FINANCE TECHNICIAN, continued

EDUCATION and EXPERIENCE: Requires a High School Diploma or GED.
One year of general bookkeeping experience.

CLASSIFICATION: Grade 12, Non-Exempt Starting wage at \$20.97

This is a request for a new FTE position. Budget for this position would be supplemented with the wage contingency fund.

Department Breakdown

Department	Position
Finance	Deputy Finance Director
Finance	Finance Generalist
Finance	Payroll Finance Support
Finance	Finance Specialist

Total Benefited Positions

4

Total Non Benefited Employees

0

Total Vacant Positions

1

Deputy City Administrator

Deputy Finance Director

Finance Specialist

Payroll Finance Support

Finance Generalist

NEW Finance Technician

Utility Billing Representatives

I stand for any Questions.....and

Staff is recommending approval of the Deputy Finance Director position that is vacant. AND

Staff is recommending approval of the NEW Finance Tech position.

