

Attachment 3

01/202005/2022

City of Douglas

Title: Finance ~~Manager~~Director

Reports To: ~~Management Services Director~~Deputy City Manager / City Treasurer

Department: ~~Management Services~~—Finance

FLSA: EX

Occupational Code: POA

Range: 2832

JOB SUMMARY

Acts as Finance Director; plans, directs, organizes the activities and operations of the Finance Department, which may include the following functional areas: Accounting, Budget, Revenue Management, Tax Collections, Auditing, Utility Billing, Payroll and Procurement; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex financial information to the City Treasurer, Finance Committee and City Manager. The purpose of this position is to manage the activities, operations and performance of the Revenue division, including customer service, revenue recovery, administration, sales tax and licensing. This is accomplished by directing all division activities, developing goals and objectives, providing financial planning assistance for other city departments and divisions, managing staff, and preparing and monitoring the budget. Other duties include coordinating special projects, accounting duties and acting in the absence of the director.

ESSENTIAL FUNCTIONS

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Plans, organizes and directs the operations of the Finance Department (accounting, budget, revenue management, tax collections, auditing, utility billing, payroll and procurement).
2. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, mentors, counsels, disciplines and completes performance appraisals; conducts interviews and makes hiring decisions.
3. Consults with the City Manager, City Treasurer and Finance Committee on the financial conditions of the city and makes recommendations for courses of action including bonded indebtedness, leasing programs, and related financial matters.
4. Oversees and monitors the financial workings of City Departments.
5. Responsible for the complete preparation and execution of the City's annual budget and recommends policy and operating improvement.
6. Develops, administers and monitors the department's operating budget and capital improvement program.
7. Coordinates the preparation of the City's annual comprehensive financial report, in compliance with GAAP.
8. Analyzes monthly revenue and expenditure information, developing recommendations for appropriate actions to resolve problems.
9. Conducts revenue and expenditure studies, preparing short- and long-range forecasts for program planning.

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10. Responsible for the effectiveness and efficiency of the City's integrated financial system, which may include coordination of ongoing training for city staff, modifying Chart of Accounts as needed, establishing policies and procedures or changing practices in order to improve processes and paper work flow, communicate regularly to staff city wide, provide useful financial reports, etc.
11. Prepares special and periodic analysis of financial information for the City Treasurer, Finance Committee, City Manager, and other city staff.
12. Prepares financial information and reports required by other government agencies, including expenditure limitation statements.
13. Ensures employees receive routine training, maintain required certifications and encourage additional certifications to gain expertise and knowledge.
14. Provides leadership and direction in the development of short- and long-range plans associated with the City functions within department divisions.
15. Maintains proper security for City financial records.
16. Researches and defines State Budgetary Laws applicable to the City and integrates legal considerations into an on-going operating system for budget-making.
17. Directs the administration of City license tax provision, including enforcement, collection and auditing and reviews and suggests amendments and revision for license code.
18. Prepares and reviews proposed ordinances and resolutions relating to expenditures, revenues, tax levies, and other fiscal matters.
19. Manages the City's debt and investment programs; including development and maintenance of information and analysis needed by outside investment managers, financial advisors, bond counsel and credit rating agencies; strives to help the City receive an acceptable return on investments.
20. Meets and confers with staff to coordinate projects, programs, resolves issues, and plan division operations.
21. Provides visionary, innovative leadership, which encourages and recognizes creativity, innovation and flexibility at all levels of the department and programs.
22. Establishes and maintains effective working relationships with City leaders and department directors, other City staff and community representatives.
23. Assists with planning, coordinating and monitoring special programs or projects initiated by City leaders.
24. Maintains regular contact with the City Treasurer or City Manager to keep them apprised of situations and issues.
25. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
26. Keeps up to date with the latest accounting standards established/updated from time to time per the Governmental Accounting Standards Board (GASB).
27. Performs all work duties and activities in accordance City policies and procedures.
28. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
- ~~1. Responsible for the proper procedures, policies, and operations of the Tax Licensing & Revenue section.~~

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- ~~2. Prepares and administers the budget and exercises control over expenditures.~~
- ~~3. Establishes measures to improve methods, use of equipment, changes in operations, working conditions, quality of work, and any necessary expansion to increase efficiency of the division.~~
- ~~4. Researches, compiles, and presents technical sales tax advice and statistical data to various city departments, the City Manager, and the City Council, as directed.~~
- ~~5. Assists the Management Services Director with short and long-range planning and goals for the division.~~
- ~~6. Attends council meetings and workshops to represent sales tax matters as directed by the Management Services Director.~~
- ~~7. Recommends employee hires, promotions, transfers, discharges, and disciplinary measures to the Management Services Director.~~
- ~~8. Makes audit and edit checks to evaluate special needs, unusual problems, and to check the quality of work projects.~~
- ~~9. Represents the City in dealing with other governmental jurisdictions, private businesses, and the general public on sales tax matters.~~
- ~~10. Investigates and resolves citizen and business complaints that cannot be handled by other sales tax personnel.~~
- ~~11. Reviews sales tax audits and provides direction and interpretation for both the auditor and taxpayers when questions arise on interpretation of the tax code.~~
- ~~12. Assesses the financial impact of proposed legislative changes related to the state tax code and other tax and franchise matters that may impact the city.~~
- ~~13. Researches tax disputes, prepares the City's position for audit hearings, and presents the City's position before a hearing officer. Makes every possible attempt to resolve protests and disputes administratively before any hearing.~~
- ~~14. Actively represents the City's interest in changes to the local and state unified sales tax code through the Unified Audit Committee and the State Tax Commission.~~
- ~~15. Provides short and long-term revenues projections of sales tax, and all other revenues.~~
- ~~16. Meets with audited taxpayers that are protesting their audit assessments and may recommend whether to allow or disallow changes in the audit.~~
- ~~17. Establishes priorities of work with the Licensing & Revenue program.~~
- ~~18. Supervises the maintenance of sales tax and business license records.~~
- ~~19. Directs the preparation of reports and represents the sales tax at a wide variety of meetings.~~
- ~~20. Keeps the City Manager and Management Services Director advised of sales tax activities through oral and written reports.~~
- ~~21. Attends conferences and conventions and other educational and professional meetings to keep updated on sales tax methods and administration.~~
- ~~22. Researches and presents recommended changes to the sales tax and business licensing ordinance.~~
- ~~23. Speaks before civic and professional groups on the plans, objectives, policies, and programs of the Sales Tax Licensing & Revenue program.~~
- ~~24. Reviews and recommends approval of contracts for outside collection services.~~
- ~~25. Assists the Management Services Director in monitoring and projecting selected revenue sources.~~
- ~~26. Participates in user fee studies and implements new or changed fees as directed by Council.~~
- ~~27. Provides analytical support to the Management Services Director, City Manager, department heads or city personnel regarding the financial position of the City or any financial concerns.~~
- ~~28. Produces reports showing practical data, providing financial forecasts, analyzing accounts, reconciling project costs, and providing any other information needed.~~

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- ~~29. Provides assistance in assembling the annual budget document. Works with department heads and other employees to determine revenues and expenditures for the coming year. Assembles revenue and expenditure forecasts, debt schedules, grant schedules as necessary for the budget process.~~
- ~~30. Helps manage the accounting process and produces accounting and financial procedures and guidelines for accounting duties in the Finance Department.~~
- ~~31. Works directly with auditors to generate schedules and accounting reports as necessary.~~
- ~~32. Reviews account expenditures, monitors budget, researches problems and develops solutions to problems in a variety of daily activities.~~
- ~~33. Manages ambulance billing by coordinating with outside billing agency and reconciliation, customer service functions.~~
- ~~34. Develops schedules for monthly billing and meter reading activities; oversees the establishment and maintenance of customer accounts, the calculation and generation of utility service bills, the adjustment of debits & credits pertaining to customer refund or charges, the collection and documentation of account payments, the approval of work orders and trouble slips, new installs and meter change outs, and the provision of information and assistance to customers; and ensures accuracy of account databases and revenue collection activities.~~
- ~~35. Oversees the activation and disconnection of services; supervises the processing of delinquent accounts and the discontinuance of service based upon account delinquency~~
- ~~36. Maintains department customer service standards; ensures customers receive timely assistance and accurate information; receives and responds to complaints and requests for information; investigates and resolves difficult customer complaints and concerns; and authorizes account adjustments as necessary. Review payment arrangements and contracts with customers~~
- ~~37. Supervises, delegates, and directs tasks for all staff assigned; maintains and monitors attendance; reviews work and personnel records; establishes and evaluates performance standards; ensures appropriate training of staff~~
- ~~38. Assists with budget development and preparation; authorizes purchase requisitions; monitors expenditures.~~
- ~~39. Oversees the accounts receivable and payable functions for the City.~~
- ~~40. Oversees the payroll processing functions for the City.~~
- ~~41-29.~~ Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
- 30. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
- ~~42-31.~~ Maintains regular and reliable attendance.
- ~~43-32.~~ Performs related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

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Knowledge of:

- principles, practices and methods of municipal finance, accounting, auditing and budget preparation;
- principles and practices of public administration and government organization;
- working knowledge of the laws and regulations related to ~~sales tax and business licensing activities~~all aspects of the finance functions;
- principles and techniques of systems, statistical and procedural analysis;
- research techniques and financial forecasting methodology;
- principles and techniques of management, supervision and training;
- federal, State and local laws, rules and regulations affecting municipal budgeting;
- standard accounting practices established by GASB
- governmental and service contract requirements; and
- personal computers and related software.
- OSHA compliance and regulations as they pertain to the functions of this position

Ability to:

- Manage, plan, organize, direct, and coordinate the work of employees;
- Develop and implement long and short-term plans and goals for the finance department;
- perform economic and policy analysis;
- conduct studies utilizing statistical and spreadsheet software programs;
- effectively resolve operational and personnel problems
- research, prepare, and communicate effectively with the public and organization. Preparing clear, concise and accurate reports and recommendations, both orally and in writing, using proper grammar and having a strong command of English. ~~present comprehensive written and oral reports to councilmen, department heads, and other personnel as required~~
- thoroughly familiarize oneself with the sales tax and business licensing ordinances
- to establish and maintain effective working relationships with other employees and to deal firmly but tactfully with the business community and the general public.
- conduct best practice research, customer service surveys and productivity studies;
- gather facts, analyze and report research findings in a clear, complete, and logical form;
- explain budgetary, accounting management and organization problems in simple, non-technical language;
- work independently and persistently to complete work on schedule and according to quality control standards;
- make arithmetical calculations rapidly and accurately;
- comprehend and follow oral and written instructions;
- operate a personal computer and related software;
- communicate effectively both orally and in writing;
- establish and maintain effective working relationships with supervisor, co-workers, the public, etc.; and
- provide quality services in a cost-effective manner and to recommend improved methods of performing the work.

MINIMUM QUALIFICATIONS:

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Bachelor's degree from an accredited college or university in accounting, finance, business administration or related field; at least five-years of managerial experience in governmental accounting and financial planning and administration, preferably in a municipality~~and three (3) years of professional level experience in accounting, contract administration, financial cost analysis, auditing, budget preparation, or a closely related financial/fiscal activity, which includes some experience utilizing computerized or personal computer based financial systems and (2) years of supervisory experience~~; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.