

CITY OF DOUGLAS

JOB TITLE: CITY TREASURER/FINANCE DIRECTOR
 REPORTS TO: CITY COUNCIL & CITY MANAGER
 DEPARTMENT: FINANCE

FLSA: EX OCCUPATIONAL CODE: OA RANGE **\$42,580 - \$53,233**

JOB SUMMARY:

Acts as Finance Director; plans, directs, organizes the activities and operations of the Finance Department including financial planning, general accounting, internal auditing, purchasing, risk management, budgeting and data processing; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Council, Finance Committee and City Manager.

ESSENTIAL FUNCTIONS:

1. Provides supervision and training for assigned staff.
2. Consults with the City Manager, City Council 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.
3. Oversees and monitors the financial workings of City Departments.
4. Assists with the preparation, adoption, and execution of the City's operating and capital budget, specifically recommending policy and operating improvement.
5. Develops a department budget and controls expenditures.
6. Coordinates the preparation of the City's annual financial report.
7. Analyzes weekly revenue and expenditure information, developing recommendations for appropriate actions to resolve problems.
8. Conducts revenue and expenditure studies, preparing short and long range forecasts for program planning.
9. Manages and supervises the development, installation, and administration of the City's accounting, auditing and tax auditing.
10. Oversees City data processing functions, including establishing procedures and policies for use of data processing resources.
11. Prepares special and periodic analysis of financial information for the City Council, Finance Committee, City Manager, and other city staff.
12. Prepares financial information and reports required by other government agencies, including expenditure limitation statements.
13. Oversees the accounts receivable and payable functions for the City.
14. Oversees the city wide purchasing functions.
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. Acts as risk management liaison through the City's insurance carrier.
18. Directs the administration of City license tax provision, including enforcement, collection and auditing

and reviews and suggests amendments and revision for license code.

19. Prepares and reviews proposed ordinances and resolutions to expenditures, revenues, tax levies, and other fiscal problems.
20. Advertises and manages bidding specifications for the City.
21. Manages the City's investment program; invests the City's idle cash and any other such funds as directed.
22. Supervises subordinates and writes performance appraisals.
23. Performs related work as assigned

EVALUATION FACTORS:

Knowledge, Skills, Abilities:
Considerable knowledge of public administration, fund accounting and cost accounting.

Knowledge of the approved principles and standard practices of centralized budgetary accounting, treasury management, revenue and license administration, material management, and budgeting.

Knowledge of systems management and analysis and research techniques.

Knowledge of the need for and capabilities of computer equipment as an aid in reaching management decisions.

Knowledge of municipal finance with emphasis in public budgeting systems and related accounting operations.

Knowledge of computer applications to accounting and financial systems.

Knowledge of codes, regulations, ordinances affecting City financial activities.

Knowledge of auditing, financial analysis and research procedures.

Knowledge of the principles and techniques of management, supervision and training.

Ability to analyze and interpret fiscal accounting records and prepare accurate and complete financial reports.

Ability to forecast future financial needs.

Ability to develop new programs and program statistics.

Ability to develop and maintain effective public contact and customer service programs and relationships.

Ability to prepare clear, concise, and accurate reports and to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with City Government Officials; City management and department personnel.

Skilled in the organization and presentation of definitive and readily understandable documents and materials which thoroughly express results of fiscal studies, proposals, projections, etc.

DESIRED QUALIFICATIONS

Bachelor Degree in Accounting or related and extensive managerial experience in governmental accounting, budgeting, financial planning and administration, preferably in a municipality; OR any combination or experience and training which provides the desired knowledge, skills and abilities.