

Position Title: Finance Director, Full-Time
Department: Administration
Accountable to: City Administrator

PRIMARY OBJECTIVE:

To conduct the planning, and administration of all financial activities for the City. Duties include, but are not limited to, management of all accounting functions in accordance with generally accepted accounting principles as well as established policies, payroll, utility billing, accounts payable, general ledger, investments, risk management; and providing assistance to the City Manager, City Council and Economic Development Authority on financial planning and related matters.

ESSENTIAL FUNCTIONS:

1. Maintains the General Ledger Accounting System.
 - Maintain city-wide chart of accounts.
 - Ensure coding and posting to accounts by subsidiary systems.
 - Reconcile subsidiary ledgers to General Ledgers.
 - Prepare interim and closing journal entries.
 - Maintain revenue and expenditure ledgers.
 - Maintain accounts payable and receivable ledgers.
2. Maintains Supporting Subsidiary Utility Billing System.
 - Reconciles subsidiary system to the General Ledger.
 - Processes and posts to ledger payroll and cash receipts.
 - Develop and execute reports and data base queries to process subsidiary work.
3. Maintain Special Assessment System and Associated Records.
 - Assist in preparation of assessment project by certifying the final assessment roll, performing any re-certifications and abatements.
 - Record receipts, deletions, and additions to assessment rolls on a current basis.
 - Respond to public inquiries for public information on certification.
 - Coordinate accuracy of special assessment information with Hennepin County Auditor.
4. Manages City Cash and Investments.
 - Reconcile cash accounts to General Ledger Cash balances for all funds.
 - Transfer funds between investments and checking account to ensure coverage of outstanding checks.
 - Prepare all debt service wire transfers.
 - Prepares short-term and long-range cash forecasts.
 - Obtains investment quotes and works with outside agents on cash investments.
 - Prepares and reviews investment schedule.
 - Executes wire transfers for transfers of investment funds.

5. Computes and Prepares Bi-Weekly Payroll and Reports.
 - Coordinates benefit and payroll information for new hires.
 - Enters new employees in to the payroll system.
 - Prepares the bi-weekly City employee, monthly City Council, quarterly Planning Commission, quarterly Firefighter/Fire Officer, and Fire Department Duty Crew payrolls.
 - Calculates and enters compensation and/or benefit changes into the payroll system.
 - Informs employees of benefit and insurance changes.
 - Coordinates annual benefits open enrollment.
 - Prepares year-end W2s and 1099s.

6. Maintains Vendor Listing and Prepares Vendor Payments
 - Matches vendor invoice with purchase order and receiving documentation, codes vendor invoice into accounting system, and obtains proper department and City Administrator approval where necessary.
 - Prepares vendor claims listing for approval by the City Council.
 - Manages timing of vendor payment to avoid late fees and other penalties.
 - Prepares and distributes year-end 1099's to vendor and to appropriate Federal and State agencies.

7. Works with the City Administrator in the Preparation of the Annual City Budget.
 - Prepares a budget adoption schedule for the City Administrator and the City Council.
 - Prepares expense and revenue history estimate worksheets for budget preparation.
 - Works with the Administrator to prepare and refine preliminary and final budgets for presentation to the City Council.
 - Works with the City Clerk to coordinate the certification of the preliminary and final city levy to Hennepin County.
 - Enters the adopted budget into the financial system.
 - Provides departments with a copy of the approved budget and monthly budget updates.
 - Publishes budget summary in accordance with State requirements.

8. Works with the City Administrator to prepare Capital Improvement Plan.
 - Works with City Administrator and appropriate departments heads to develop short and long-range Capital Improvement Plans for approval by the City Council.

9. Coordinates Annual Financial Audits with External City Auditor.
 - Prepares audit correspondence and assembles audit information and reports for auditors.
 - Compiles figures for closing accounts.
 - Prepares supporting audit schedules and reports.
 - Prepares year-end adjustments to financial ledger balances.
 - Prepares draft statements for auditors and reviews draft audit report.
 - Coordinates presentation of the annual audit to the City Council.

10. Maintains City invoice/billing system for all non-utility invoicing.
 - Prepares invoices from billing memorandums.
 - Prepares invoices for false alarm billings on a monthly basis.
 - Prepares invoices for incident billing as needed.

- Performs timely collection of delinquent invoices, including use of small claims court or other appropriate process.

11. Implements/Provides Oversight of Utility Billing.

- Directly supervises the Receptionist/Office Assistant/Utility Billing Clerk with regard to utility billing functions including entering utility readings into the financial system; preparing and reviewing utility invoices; responding to customer questions and requests for final readings; processing work orders for meter reviews, data logs and meter changeouts; keeping utility billing customer information updated on a timely bases; processing and certifying delinquent accounts; etc.
- Is responsible for all of the utility billing functions outlined above in the absence of a Receptionist/Office Assistant/Utility Billing Clerk.

12. Coordination of Risk Management and Loss Control.

- Coordinates the preparation of the annual LMCIT property and worker's compensation insurance applications.
- Maintains current policies and statements of value for city equipment, buildings, vehicles, and property.
- Prepare payments for liability, property, and workers compensation claims and premiums.
- Prepare works compensation audit and final premium.
- Maintain claim revenue and interfund reimbursements.

13. Tax Increment Financing Reports.

- Completes the annual Tax Increment Financing Reports for submission to the Office of the State Auditor.
- Reviews the status of the Tax Increment Financing Districts. Informs the Administrator of any concerns.
- Coordinates the issuance and payment of Tax Increment Revenue notes on projects with the Administrator and Financial Consultants.
- Coordinates the closing of districts with assistance.

14. Works with the City Administrator to Support Economic Development Authority (EDA)/Economic Development Activities.

- Works with the City Administrator and City Financial Consultant on Economic Development planning and projects.
- Provides financial and accounting support to the EDA.
- Along with the City Financial Consultant, provides financial recommendations to the EDA and City Council.

15. Customer Service.

- Assists with answering the phone and providing assistance to walk-in customers as needed during the City Clerk's absence.

Performs other duties as assigned or apparent.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience.

- High school diploma or GED equivalent.
- Bachelor's Degree in Finance, Accounting or related field.
- Must be at least 18 years of age.
- 4 years of accounting experience
- 2 years accounting supervisory experience strongly preferred.
- 2 years municipal/governmental experience strongly preferred.
- Basic computer skills and software knowledge.

2. Knowledge, Skills and Abilities.

- Knowledge of sound accounting and investment principles and practices as they relate to municipal government.
- Knowledge of payroll and employee benefit and insurance policies, practices, and procedures.
- Knowledge of municipal fund accounting.
- Knowledge of municipal bonds and other financing tools.
- Knowledge of tax increment financing and other business subsidy tools (including reporting requirements).
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Access) and accounting software systems.
- Working Knowledge of at least one accounting software package.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with employees, other agencies, and the general public.

3. Special Requirements.

- No felony convictions.

4. Tools and Equipment Used

- Computer workstation.
- Banyon Financial System accounting software.
- Microsoft Word and Excel.
- Computer, calculator, phone, fax, printer, copier.

PHYSICAL DEMANDS

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 might be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors in an office setting with moderate noise levels.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Carries out assignments and duties under limited supervision.
- Prepares reports and assembles data as required in an accurate manner.
- Maintains due regard for the safety and welfare of self and other employees.
- Receives direction in a businesslike and professional manner.
- Communicates effectively in person and on the phone.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; oral interview; background check, final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.