

# City of Granite Falls

**Job Title:** Finance Director

**Status:** Full-time regular position

**Benefits:** Qualifies for full-time benefits on date of hire

**Location:** City Hall

**Hours:** Standard business hours (8am-5:00pm), may vary based on business need; must be available to respond to emergencies.

**Reporting Relationship:** Reports to City Manager

**Supervises:** Billing Clerk; Payroll AP Clerk

**FLSA Status:** Non-Exempt

## **Position Details**

Supervision of utility billing, payroll operations, accounts receivable, and accounts payable. Directing and preparation of all accounting transactions, maintenance and investing of all city funds, and the preparation of all required financial reports for the city and its various enterprises. The primary position responsibilities and areas of impact are:

1. Develops financial plans, controls, and systems.
2. Establishes short-term and long-range finance goals and objectives.
3. Develops and evaluates accounting and cash management systems.
4. Establishes and maintains internal controls over cash receipts and disbursements.
5. Develops and provides accounting guidelines, 20-year capital improvements plan, and information for budget preparation, compiles departmental budgets, and recommends the overall budget for approval and develops recommended tax levy.
6. Monitors and controls overall revenues and expenses and authorizes expenditures.
7. Conducts internal audits of city business records and arranges annual independent audit.
8. Provides financial recording and reporting services.
9. Identifies and obtains funding sources for public improvements, building projects, and projects as directed.
10. Oversees and coordinates special assessment procedures.
11. Performs investment and cash management activities.
12. Provides risk management recommendations serving as liaison with city insurance agent.
13. Performs duties of city treasurer as specified by city ordinance and/or state law.
14. Oversees all Tax Increment Financing (TIF) reporting for economic development plans.
15. Coordinates the issuance of debt. Ensures that purpose, and use are compliant with state statute. Maintains and ensures the accuracy of debt service schedules as well timely payment of said debt.

16. Oversees the maintenance and processing of the city's payroll process including payroll deductions, payroll records and reports; resolves complex payroll issues.
17. Prepares and submits financial related reports with appropriate County, State and Federal agencies.
18. Oversees the collection of unpaid municipal utility charges and ensures that all collection procedures comply with council approved policies as well as state and federal laws.
19. Completes special projects as assigned by the city manager.
20. Represents city at public events as directed.
21. Serves as liaison to other agencies as directed.
22. Participates in meetings and negotiations for development projects, contracts, and major purchases.
23. Works through Department Heads to provide all building and equipment maintenance needs and building and equipment improvements for city.
24. Works through Liquor Operations Manager to ensure liquor stores operate within all legal and city requirements and store is profitable.
25. Provides guidance to Liquor Operations Manager on financial issues related to operations.
26. Develops and maintains proper internal controls of liquor operations.
27. Resolves complex problems and/or complaints from the public and others.
28. Delivers formal and informal presentations regarding the City as requested.
29. Recommends, clarifies, or advocates proposed ordinances, charter provisions, policies, regulations, capital improvement programs, etc. for board approval.
30. Prepares, coordinates, and/or presents special reports for the City Council.
31. Delegates work assignments, prepares work schedules, and organizes employee workloads.
32. Evaluates employee performance on an informal basis, creates job performance improvement plans as appropriate, and administers disciplinary action as appropriate.
33. During the absence or disability of the City Manager, the duties of that office shall be performed by the Finance Director in the capacity of Acting City Manager. The Finance Director position is a management role and will participate in other management related duties when necessary.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

### **Position Requirements**

**Education:** Bachelor's degree in related field; CPA preferred.

**Work Experience:** Minimum of five years experience in governmental accounting.

**Technical Skills:** Proficiency in Microsoft Office (Word, Excel, PowerPoint, Access); knowledge of GAAP and GASB and financial software.

### **Physical and Mental Requirements:**

Physical effort is light for the majority of work with lifting or carrying limited to 25 pounds intermittently. There are intermittent visits to City Department locations, some of which are in other areas of the city. There is a need to make presentations, which

involves public speaking in front of City leaders. Between 15% and 45% of the time there is pressure associated with a project or activity deadline. Report preparation and writing at times requires extended use of a keyboard. Work interruptions are frequent.

*The physical demands here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Working Conditions:**

Most work is performed in a normal office environment. Occasional driving or riding is required to attend meetings. Occasionally, the job may involve dealing with and calming individuals who are emotionally charged over an issue.

*The working conditions here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*