

**CITY OF OLIVIA
FINANCE DIRECTOR
JOB DESCRIPTION**

JOB TITLE: Finance Director
SUPERVISION: Reports to City Administrator
EFFECTIVE DATE: December 2021
FLSA STATUS: Non-Exempt
PAY GRADE / RANGE (2019): Grade
HOURS WORKED: 40 hours / week

SUMMARY OF POSITION:

Responsible for facilitating and managing administrative, technical and clerical work involving accounting, payroll, financial investments, human resource and employee benefits functions, annual budget preparation and oversight, coordination of the annual audit process, and related duties.

SUPERVISION RECEIVED:

Works under the general supervision and direction of the City Administrator

SUPERVISORY FUNCTIONS:

Provides general and technical supervision over the finance assistant and finance-related work direction to office staff and department directors; serves as acting City Administrator in that person's absence.

EQUIPMENT/JOB LOCATION:

The primary work location for this position is Olivia City Hall. Typical equipment used includes items customary with an office environment: computer, telephone, fax machine, printer, copier, adding machine, file cabinets, digital document scanner, etc.

PRIMARY / ESSENTIAL FUNCTIONS OF THE JOB:

- Manages general ledger maintenance, financial accounting and cash flows: Prepares financial reports, budget amendments, and year end adjusting journal entries.
- Manages annual audit.
- Oversees the processing of all payables. Reviews and approves purchase orders.
- Prepares and submits sales tax reports, forms and payments.
- Manages accounts receivables for all non-utility revenue.
- Tracks capital asset additions and disposals.
- Reviews finance policies and recommends revisions and additions.
- Coordinates with financial advisor on debt management, project planning and financing and development incentives.
- Processes payroll and prepares all payroll reports and forms.
- Administers all employee benefits including health insurance, HSA, FSA, STD/LTD, Life insurance, COBRA, and FMLA.
- Performs annual employee insurance plan reviews and renewals and facilitates open enrollment communications with employees.
- Manages unemployment compensation reporting and claims.

- Facilitates the creation and maintenance of annual budgets in collaboration with the city administrator and department heads.
- Prepares presentation for annual Truth in Taxation hearing.
- Monitors capital improvement planning and documentation.
- Works in collaboration with Council and City Administrator on strategic, long-term maintenance and capital planning.
- Assists with employee recruitment and selection, development of personnel policies and creation and maintenance of position descriptions. Serves on the Personnel Committee.
- Prepares, posts and maintains general ledgers and balances all accounts. Determines and posts journal entry adjustments.
- Reconciles checking accounts and credit card statements.
- Ensures PCI Compliance.
- Completes and monitors workers compensation and property/casualty insurance annual reviews and administers all claims and reporting. Maintains OSHA 300 log.
- Administers employee Drug and Alcohol Testing programs.
- Manages Debt Service.
- Manages City investments: researches and analyzes investment options; determines available cash and terms of each investment; and deposits and withdraws funds.
- Manages tax settlements, tax abatements, TIF Pay-go, and special assessments.
- Manages grant reporting and tracking.
- Serves as City Treasurer as defined in MN State Statutes.
- Attends City Council, EDA, and other City boards and commission meetings when requested to present verbal/written staff reports.
- Serves as acting city administrator in that person's absence.
- Maintains professional knowledge and attends training, education and meetings.
- Assists with providing backup receptionist and front counter customer service when City Hall staff schedules and activities require such assistance.
- Performs related duties as assigned or apparent.

REQUIRED SKILLS / ABILITIES:

- Considerable knowledge of public sector finance requirements and best practices.
- Knowledge of human resources legal requirements and best practices.
- Knowledge of budget development and maintenance.
- Proficiency with using computer hardware and applicable software (MS Office Suite, fund accounting system, etc.)
- Ability to be friendly, professional, polite and helpful in dealing with customers and employees.
- Working knowledge of development assistance processes such as tax abatement, tax increment financing, assessment deferrals, forgivable loan/grant programs, etc.
- Ability to prioritize work, multi-task and problem-solve.
- Ability to perform mathematical calculations and maintain accurate records.
- Considerable ability to research and analyze data, determine alternatives and make recommendations.
- Ability to set policies for organization with top management guidance.
- Ability to maintain effective working relationships with a wide variety of internal and external contacts to achieve organizational objectives in matters requiring cooperation, explanation and persuasion.
- Ability to apply considerable analytical ability to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Must be able to frequently sit, stand, and walk; talk and hear; use hands and fingers, handle or feel objects, tools or controls; reach with hands and arms in an office environment.
- Considerable ability to hear and speak when conversing in person or by phone.
- Considerable ability to read reports, correspondence, computer screens and other documents.
- Ability to use large motor skills which include standing, walking, opening doors and cabinets.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- Ability to bend, twist and stretch in an office environment.
- Ability to interact with a computer (monitor, keyboard and other input and output devices) for extended periods of time.
- Requires regular exposure to indoor office conditions.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in finance, accounting, business administration or related field.
- Three years of relevant experience for a municipality or equivalent experience.

NON-DISCRIMINATION STATEMENT

The City of Olivia will not discriminate against any employee or applicant for employment because of any legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)