
City of Benson Job Description

Position: Director of Finance
Department: Administration
Reports To: City Manager
Days/Hours: Exempt Status – (Monday – Friday under normal circumstances)

JOB SUMMARY:

The responsibilities of this position are to: manage, control, interpret, advise and communicate the fiscal operations of the City for the information and guidance of the City Manager and Council members, maintain all city records, oversee payroll administration, assist with conducting elections per applicable statutes, computer and telephone network administration, and management of all city owned properties.

ESSENTIAL FUNCTIONS:

- Research, prepare and evaluate all city policies and practices related to financial management and strategies. Make recommendations and presentations to the City Manager and City Council related to finance.
- Assist in the coordination, preparation and presentation of the annual budget to include supporting documentation: stay current on mandates and changes in practice related to budgets as initiated by the state or federal government; monitor department budgets for compliance with the adopted budget; implement city council actions regarding the budget.
- Perform financial analysis and direct the investment of municipal funds based on established policies designed to maximize returns on investments.
- Responsible for the maintenance of all official accounting and financial records so they conform to accepted government accounting principles and provide a current, accurate reflection of the city's financial condition: oversee payroll and billing departments.
- Maintain all city records, assist with the issuance of licenses and the planning and conduct of elections to assure they are in conformance with applicable statutes.
- Keep City Manager informed of all significant developments.
- Human Resources Management. Development and implementation of City strategies for human resource practices and the collective bargaining process. Assist with ensuring labor contracts are settled in a timely and minimally contentious manner.
- Supervise/direct the activities of the finance department staff.
- Supervise/direct the activities of the Municipal Liquor Store operations and staff.
- Coordinates with auditors and directs staff for completion of the annual audit; implements recommendations as set forth in the audit.
- Coordinates the financial aspects of improvement projects; works with appropriate departments to administer escrow and assessments; works with fiscal and bond consultants for the preparation and sale of bonds; and prepares all reports of a financial nature as they relate to improvement projects.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Maintains and manages the city's computer and telephone network which includes hardware, software, licenses, networking and monthly and annual updates.
- Manage insurance and maintenance of City owned properties.
- State and Federal grant reimbursement submissions.
- FEMA grant submissions.
- Responsible for daily review and management of load management.
- Attend city council meetings and other meetings as required.
- Perform other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (includes Licensing requirements):

- Considerable knowledge of federal, state and municipal regulations and ordinances, and policies and procedures that apply to accounting and financing in municipal government.
- Considerable knowledge of the principles and practices of fund accounting, auditing theories, budgets and investments.
- Ability to formulate, initiate and administer policies and procedures for effective fiscal control.
- Ability to plan, coordinate, direct and review the work of the finance department staff.
- Ability to analyze and interpret fiscal and accounting records, prepare comprehensive financial statements and calculate complex mathematic equations.
- Considerable ability to present and communicate effectively and professionally with co-workers, elected officials and members of the public.
- Knowledge of computers, networking systems, financial and other applicable software applications, and telephone communications network systems.
- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Considerable ability to establish and maintain effective working relationships with co-workers, a variety of governmental employees and officials, and the general public.
- Must be able to work with little supervision and to multi-task.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: (The following statement represents the minimum experience and training standards which will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

- Two year degree in finance or combination of training and experience.
- Minimum of 5 years experience in public accounting in a similar type of work setting.
- Knowledge of business machine operations, use of personal computers and related software, and accounting, payroll and billing processes.
- Prefer working knowledge of modern governmental principles and practices.

MINIMUM PHYSICAL REQUIREMENTS (if any): (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 may 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 sit, stand, travel from desk to counter and to other offices, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SUPERVISORY RESPONSIBILITIES (if any):

- Responsible for training and performance of all full and part time employees supervised by this position, including payroll, billing and liquor store staff.
- Responsible for the accurate and timely reports to the various State Agencies.

My signature below acknowledges that I have read and understand the contents of this document:

City Manager Signature

Date

Employee Signature

Date