

CITY OF OVERTON

JOB DESCRIPTION

JOB TITLE: **Finance Director** FLSA STATUS: **Exempt**
DEPARTMENT: **Administration** SALARIED POSITION: **Yes**
SUPERVISOR: **City Manager/Council** WORK LOCATION: **City Hall**

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required

POSITION SUMMARY:

The Finance Director is an integral member of the management team and reports to the City Manager/City Council. The Finance Director is responsible for the management, oversight and safekeeping of the City's financial resources. Directs the Finance, Utility Billing, Municipal Court and Information Technology (IT) Departments through effective staff management and resource allocation, performs professional work of technical difficulty, provides technical expertise on financial issues and directs the City's financial programs with integrity, prudence and sound financial practices. Assists the City Manager in effectively administering the financial affairs of the City/Component Units in accordance with City Council/Board policies and state and Federal laws. Assists the City Secretary with the management of City administrative duties as needed.

ESSENTIAL PERSONNEL:

This position is designated as essential personnel for some or all disaster or emergency situations. This designation will require individuals in this job to remain on duty at the City, if so ordered, in the event of an emergency situation or other unforeseen circumstances. The instruction to remain at your post for the duration of the crisis is mandatory and failure to adhere to such instructions may subject you to disciplinary action up to and including termination of your employment, unless a waiver is requested and approved in a timely manner.

ESSENTIAL DUTIES:

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Assists in directing and controlling the fiscal resources of the City including all departments and Component Units of the City. Monitors cash flow and co-authorizes transfers, when needed.
2. Assists in managing the daily operations of the Finance department. Responsibilities include, but are not limited to; City banking transactions, online banking, cash accounts and cash collections, fraud detection, bank reconciliation reports, approves deposits, monthly reports, month-end Finance entries, fixed assets register, and general ledger.
3. Plans, directs, coordinates, and reviews the work plan for the Finance Department; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

4. Supervises the following positions and is responsible for coordinating coverage of assigned duties during lunches, sick days, vacations and other absences:
 - Utility Billing Clerk, Finance Clerk, and UB Tech/ PW Bldg. Maint. Tech
 - Helps oversee the Municipal Court Department
5. Oversees the Utility Billing process, including customer bills, daily collections, and customer complaint resolution.
6. Oversees the Accounts Payable and Accounts Receivable processes; answers questions related to proper coding, proper authorizations and available budget. Processes purchase orders when needed.
7. Assists with City's Payroll process, reviews and approves the bi-weekly processing of payroll process and reports, provides back-up payroll support & assistance as needed.
8. Responsible for monitoring various accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve concerns.
9. Interviews, selects and supervises Finance and UB Department employees including, but not limited to training, motivating, performance evaluation, and developmental goals; works with employees to correct deficiencies; implements discipline and termination procedures if needed.
10. Assists in preparation, processing and implementation of detailed agendas, forms, reports, grant applications and request for proposals.
11. Attends all City Council and Board meetings and assists in directing follow-up on Council/Board request. Assist in taking minutes of these meetings as back-up to the City Secretary.
12. Serves as Executive Secretary/Treasurer to the Overton Economic Development Corporation (OEDC). Serves as Treasurer to the Overton Municipal Development District (OMDD).
13. Provides staff support to the City Manager and City Secretary, Council/Boards/Commissions, and other staff members as needed.
14. In the City Secretary's absence, is responsible for assisting and managing active projects. This includes but is not limited to: Community Development, City Council and Board agendas/minutes/packets, Cemetery Administration, Payroll/Human Resources, Elections, and Public Information Requests/Open Record Requests.
15. Oversees and assists in the implementation and management of information (IT) and telecommunication systems in accordance with City policy and laws pertaining to privacy and system security. Coordinates with contracted IT support. Arranges for the acquisition of computer software and hardware. Assists in implementing adopted information technology plans, policies and standards, including security policy and security measures.
16. Oversees, manages and updates the City's website and social media presence.
17. Assists with fixed assets accounting procedures, contract procedures, miscellaneous holding accounts and purchasing requirements consistent with public contract code.
18. Assists in formulating fiscal policy and develops effective procedures for financial record keeping and accounting systems that comply with current Generally Accepted Accounting Principles and practices, legal mandates, special grant funding and special programs. Responsible for preparation of monthly, quarterly and annual financial statements and reporting requirements
19. Assists City Manager in compiling the annual budget, including developing salary and benefits projections, account, revenue and expenditure projections, and preparing the initial draft of the budget; revises and edits budget documents and reports for accuracy and content.
20. Prioritizes and allocates available resources; reviews and evaluates software, hardware and service delivery, makes recommendations for improvement and ensures maximum effective

service provision. Recommends, establishes and implements programs, policies and procedures to maintain a modern, efficient and effective city government

21. Prepares the year-end close of the financials for the City/Component Units; coordinates various audits and provides information to outside auditors during annual and mid-year audit; gives expert assistance to auditors for questions, data gathering and compiling reports; prepares annual audit book containing all schedules requested by auditors.
22. Manages financial aspect of disaster recovery plans and procedures.
23. May be required to work on evenings, weekends and holidays.
24. Other duties as assigned

REQUIRED KNOWLEDGE:

Advanced knowledge of:

- City organization, operations, policies and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles governing Public Sector financial management.
- Principles and practices of administrative management, including procurement, contract management, personnel management and employee supervision.
- Fund accounting, reconciliations, fixed assets, pooled cash, cash handling, record-keeping, budget & audit processes, customer service techniques, accounts payable, payroll, and billing.

REQUIRED SKILLS & ABILITIES:

Required Skills:

- Excellent written and verbal skills required to write reports, correspondence, and summaries with proper format, punctuation, spelling and grammar and present to staff, Council or other Boards/Commissions.
- Advanced math skills and applications including fractions, percentages, ratios/proportions and measurements.
- Excellent analytical skills needed to review processes, identify problems, find solutions and implement corrective actions.
- Computer proficiency with advanced knowledge of MS Excel and other MS Office applications, email, payroll and accounting systems.
- Excellent organizational skills with demonstrated ability to plan, organize and execute multiple tasks by assessing and prioritizing work projects.
- Demonstrated ability to work independently, as well as the ability to work and communicate well with both internal and external customers.
- Ability to make sound decisions and effectively handle stressful situations in a professional manner.
- Ability to meet strict time frames and deadlines for completing Finance processes and creating technical documents and reports.
- Ability to train, manage and coach staff to improve performance.
- Ability to understand and apply City policies, procedures, and applicable federal and state regulations.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Accounting, Finance or Business Administration or equivalent combination of education and experience
- Three (3) to Five (5) years progressive experience in local government finance or related field

LICENSE/CERTIFICATIONS:

Hold or ability to obtain the following Licenses /Certifications during course of employment:

- Valid state of Texas Class C motor vehicle operator's license
- Licensed as a Notary Public or ability to obtain notary license
- Public Funds Investment Act Certificate or ability to obtain certification
- Certified Government Finance Officer (CGFO) or ability to obtain certification

SUPERVISION RECEIVED AND EXERCISED:

This position receives day-to-day supervision from the City Manager, receives direct supervision from the Mayor and ultimately reports to the City Council. This position directly supervises the Utility Clerk, the Finance Clerk and the UB Tech/PW Bldg. Maint. Tech positions. This position helps oversee the Municipal Court department. This position coordinates with the contracted Information Technology staff.

WORKING RELATIONSHIPS:

Relationships with coworkers shall be guided by the following tenets: The incumbent is cooperative and, when appropriate, assists others. Works to promote teamwork within the City in general. Shares information with peers. Resolves conflict through the use of tact and diplomacy. Accepts responsibility and works well when given responsibility. Accepts and is eager to learn new duties. Offers suggestions to improve the activities and the operation of the City in general. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Must be a self-starter and have the ability to multi-task. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

WORK ENVIRONMENT AND PHYSICAL ABILITIES:

Majority of work performed in City Hall

- Frequent walking within the office complex
- Occasional lifting and carrying of up to twenty-five (25) lbs from floor to waist
- Occasional pushing/pulling, kneeling and bending
- Continuous use of eyes, hands, fingers, arms and shoulders while working at desk, requiring fine motor skills
- Continuous use of hands, arms, legs, vision, and hearing while driving

The City of Overton is an Equal Opportunity Employer. In compliance with Disabilities Act (ADA), the City of Overton will provide reasonable accommodations to qualified individuals with disabilities.