JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Finance Director</th>
<th>Civil Service: No</th>
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<tbody>
<tr>
<td>Department</td>
<td>Finance</td>
<td>Bargaining Unit: Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position</td>
<td>City Manager</td>
<td>Pay Grade: NB Payscale</td>
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<tr>
<td>Location</td>
<td>City Hall</td>
<td>Overtime Status: Salary</td>
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<tr>
<td>Effect. Date</td>
<td>02/04/2019</td>
<td>FLSA Status: Exempt</td>
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JOB SUMMARY

This is a professional position that serves as the lead in developing and implementing all phases of administration, coordination and control of Finance Department operations, functions and activities. The Finance Director is responsible for all financial transactions of the city and for the maintenance and custody of the city's records. He or she will attend City Council meetings. The Finance Director supervises the work of subordinate department personnel. All duties are performed in accordance with applicable laws, regulations and city policies.

ESSENTIAL JOB DUTIES/WORK PERFORMED

- Assists in planning, directing and supervising all activities of the Finance Department; developing and implementing policies, rules and regulations for departmental tasks and assignments; providing supervision and training for department personnel.
- Assists in maintaining records of all financial transactions, including accounts payable, accounts receivable, daily cash receipt transactions, deposits, warrants and billings.
- Assists in maintaining separate accounts for every appropriation, department or public improvement in accordance with the State Code of Iowa and Marion Code of Ordinances.
- Functions as treasurer and custodian in the absence of the Finance Director/Treasurer of all funds received for any board, commission or agency created by the City Council or the people.
- Assists in managing the city's investments; reviewing and recommending investments; developing investment strategies.
- Assists in the reconciliation of bank and financial statements.
- Assists in the payment and maintenance of the city's debt obligations.
- Assists coordination with the city's bond counsel to assure that all bond proceedings, offerings, special assessments and resolutions are legally and technically correct.
- Assists in supervising general insurance administration functions, including maintenance of insurance and fixed asset inventories.
- Assists in the preparation of city budget certificates, State Road Use Tax Reports and all other federal or state financial reports required.
- Assists in administering the system computer application packages.
- Assists in the coordination of the City's annual financial audit.
- Assists in the maintenance and custody of permanent city records including minutes, resolutions, ordinances and Civil Service Commission records; responsible for publications and postings as required.
- Assists in the preparation of departmental budget requests and assists the Finance Director/City Clerk/Treasurer and the City Manager in preparation of the yearly budget, including estimation of city revenues.
- Assists in preparing the Finance Director's monthly report and annual financial report.
- Assists in the review and approval of payroll reports and records.
- Assists in maintaining accounts for purchases and contract commitments and property disposed of or sold by the city; recording each transaction in the appropriate funds.
- Records documents with County Recorder.
- Responsible for maintenance of records of municipal elections.
- Responsible for actions and other sales of city property.
- Responsible for collection of all special assessments, the handling of all licenses and permits (except building permits) and voter registration.
- Performs related work as required.

**REQUIRED KNOWLEDGE AND SKILLS**
- Knowledge of the laws and ordinances pertaining to municipal financial practices and procedures.
- Knowledge in accounting, municipal finances, investments, and computer operations.
- Ability to plan, direct, coordinate and control the activities of subordinate personnel.
- Knowledge of modern banking practices and methods involved in the receipt and disbursement of money and related fiscal record keeping.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to be accurate, thorough and punctual while maintaining records and preparing reports.
- Knowledge of modern business office methods and practices.
- Knowledge of an accounting system that conforms to Generally Accepted Accounting Principles (GAAP) as they relate to municipal government accounting.
- Knowledge of data processing principles and practices.
- Ability to plan, schedule, supervise and train the work of subordinate employees in a manner so as to encourage full and cooperative performance.
- Ability to express ideas clearly and concisely in both oral and written form.

**ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES**
- Ability to read, speak, write and understand English to effectively communicate with citizens, City Council and employees by telephone, in written form or face-to-face.
- Must be able to operate computer keyboard, calculator, telephone and similar office machines.
- Ability to perform mathematics necessary for accounting and bookkeeping.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

**QUALIFICATIONS**
- Graduation from an accredited four-year college or university with major course work in accounting, finance, auditing or similar applicable degree, CPA or M.B.A. in such field preferred. Two years’ experience in the field of accounting or auditing, including experience in municipal government accounting or auditing preferred: or any equivalent combination of experience and training that would provide the above knowledge, abilities and skills.
- Must be able to obtain Surety Bond coverage.
- Must have valid Iowa driver's license.

**WORKING CONDITIONS**
*List working conditions for this position:*
- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

**REQUIRED BACKGROUND CHECKS**
*List working conditions for this position:*
- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical