

HEWITT TEXAS

Job Title: Finance Director

Department: Finance

Location: City Hall

Reports to: City Manager

Date: 4/30/2018

Grade: 18	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: The Finance Director is a member of the City senior executive team with responsibility for the City's financial health. They combine operational and strategic roles, manage portfolio and accounting controls, and establish a financial strategy for the long-term growth of the city. The Finance Director also supports and develops strategies to guide key initiatives. To fulfill this dual role, they must have the versatility and talent to meet a continually changing set of circumstances. The Finance Director works directly under and reports to the City Manager.

Essential Functions: Direct, manage, and oversee the activities of the Finance Department and Municipal Court. Analyze and manage finances with excellence and communicate complex financial information to both finance professionals and non-specialists. Manage database technologies transactional processing, financial analysis, and financial reporting. Work with other senior team members, providing financial perspective to City projects and initiatives. Evaluate and recommend funding sources, identify opportunities for improvement, and direct and implement change. Ensure full compliance with a wide variety of federal, state, and local laws, regulations, codes, and/or standards.

Fulfill key responsibilities of financial control and managing the city's liquidity, ensuring constant access to cash and sources of credit. Oversee and direct the formulation, presentation, adoption, publication, development, and administration of the City's budget, and work closely with department heads to ensure target income and expenditures. Maintain control over all financial transactions. Develop policies to minimize risk and ensure that the City reports its position accurately. Manage the team that handles day-to-day financial transactions. Advise the City Manager on the financial matters of the City.

Prepare reports of various time frames that present the City's position in line with generally accepted accounting principles, including the annual City Budget and Audit per

the Governmental Accounting Officers Association (GFOA) Certificate programs (CAFR). Meet with analysts and rating agencies to build confidence in the City.

Scope of work includes, but is not limited to, accounts, accounting records, budgeting, debt service, funding initiatives, tax revenue analysis, grant assistance, portfolio management, capital asset management, payroll oversight, purchase card management, internal controls and risk management.

Supervise staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff training and opportunity; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions or recommendations. Prepare and present staff reports and other necessary correspondence.

Attend City Council meetings; which includes creating agenda items; presenting further discussion as needed; and taking necessary action regarding Council agenda items. Attend and participate in professional group meetings. Stay abreast of legislative and GASB updates and new trends and innovations in the fields of Finance, Payroll, Accounting, and Public Administration. Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge of operations, services, methods, principles, practices, and activities of municipal finance and accounting. Knowledge of all necessary and pertinent Federal, State, local, and board/association-set laws, codes, rules, regulations, and accepted practices, including, but not limited to, those governing Public Sector financial management, ethics and rules of conduct for municipal finance officers, and public funds and debt management. Knowledge of and skills in administrative and financial management, including, but not limited to, personnel rules, procurement, contract and grant management, risk management employee supervision, record keeping, file maintenance, general ledger reconciliation, and accounting system management. Analytical and independent judgement skills dealing with financial issues. Skilled in working within meeting and deadline procedure. Ability to effectively communicate in writing and verbally, including in a meeting setting concerning financial matters. Establishing and maintaining supportive relationships with staff and coworkers. Manage and guide staff to improve performance and skill/knowledge level. Skilled in strategic and critical thinking. Ability to prepare and administer large complex budgets. Ability to research, analyze, and evaluate new service delivery methods and techniques.

Required Education, Experience, and Qualifications: Bachelor's degree in Finance, Accounting, Business Administration, or a related field. Eight (8) years of increasingly responsible experience in governmental accounting and budgeting, including, four (4) years of supervisory experience. Or an equivalent combination of education and experience.

Preferred Education, Experience, and Qualifications: Master's degree in Finance, Accounting, Business Administration or a related field AND Certified Public Accountant (CPA) license from the Texas State Board of Public Accountancy is preferred; training and certification on Public Funds Investment Act. Certified Government Finance Officer Certification is preferred.

Physical Requirements: Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input checked="" type="checkbox"/>	Light <input type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Seeing, concentrating, keyboard, sitting, communicating, listening, carrying, grasping, standing, walking, and repetitive motions.

Machines, Tools, and Equipment: Requires frequent use of personal computer, including Microsoft Office, database and spreadsheet software.

Expected Hours of Work: Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand, including but not limited to City Council meetings which are the 1st and 3rd Monday of every month.

Work Conditions/Environmental Factors: Climate controlled indoor environment.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____