



## CITY OF WEBSTER CITY JOB BAND DESCRIPTION

**POSITION:** Finance Director

**JOB – BAND CLASSIFICATION:** Director

**Definition:** Under the general direction of the City Manager. Performs a variety of complex professional, administrative, supervisory and technical accounting and finance functions in maintaining the fiscal records and systems of the city.

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

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

- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests, assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Serves as chief financial advisor to the city manager.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
- Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Maintains financial records, prepares financial reports.
- Maintain confidentiality of work-related issues and City information.
- Develops financial studies and plans. Forecasts, estimates and monitors the financial condition of the City to assure the fiscal well being of the City.

- Completes budget preparation and execution.
- Oversees the posting and reconciliation of ledgers and accounts.
- Directs the preparation of state and Federal reports, including tax reports.
- Oversees the investment of City funds.
- Develops finance related ordinances and resolutions.
- Perform general management duties for the city manager as assigned
- Performs cost-of service studies for utility rate considerations.
- Will be available to respond in emergencies or unusual situations outside of the normally assigned work period.
- Report to worksite as assigned
- Performs other duties of a similar nature or level as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:** Financial Services Office Staff

**Required Competencies:**

*Including but not limited to the following:*

*Verbal and Written Communications*

*Problem-Solving*

*Decision Making*

*Planning and Organizing*

*Team Work and Cooperation*

**Education, Experience & Technical Skills Required:**

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and/or five years of progressively responsible municipal finance work.

**Physical and Environmental Requirements:**

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading and writing skills sufficient to research regulations and keep accurate records. Ability to work alone as well as in a group.

**FLSA/Wage Hour Status:** Exempt