



City of Dilley

JOB DESCRIPTION

Job Title: Director of Finance

FLSA Status: Exempt

Department: Finance

Job Description Prepared: March 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: City Administrator

Subordinate Staff: None

Other Internal Contacts: All City Employees

External Contacts: City Council, Mayor, Auditors, Insurance and Bank Representatives, Vendors, Brokers, IRS Agents, and General Public

Job Summary

Pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

Responsible for the City's financial operations and programs. This includes but not limited to, directing the City's financial reporting, accounting, accounts payable, accounts receivable, payroll procurement, financial planning, budgeting, and debt programs. Overall is responsible of the Accounting, Purchases and Customer Service.

Essential Functions:

- Ensures the highest level of financial accountability and transparency to the City Council, City management and citizens. Maintains and encourages the highest ethical standards
- Manages and directs the administration of the City's accounting operations, which includes the oversight of the City's financial system, establishes and enforces financial policies, ensures adherence to Governmental Accounting Standards Board (GASB) pronouncements, produces monthly, quarterly, and year-end (Comprehensive Annual Financial Report) financial reports
- Ensures proper internal financial controls are established and followed
- Serves as the City's liaison with external auditors, financial advisors, and bond counsel

- Establishes and maintains accounts receivable processes for all receivables to the City, including the use of collection agencies, law firms, and other collection resources; manages and controls the accounts payable process for the City
- Develops, monitors, and implements the cash management program for the City, including oversight of the City's investment portfolio. Ensures strict adherence to the City's Investment Policy and state investment laws
- Serves as the liaison to the bank depository, and oversees all banking relationships
- Responsible for debt management in the City, including oversight of debt planning, debt issuance, and preparation of official statements
- Develops and implements financial statistical measures to evaluate the existing and future financial condition of the City; oversees and prepares cost-benefit, statistical, economic, market, and other analysis
- Participates in strategic planning and policy development processes for the City
- Monitors state and federal legislative initiatives to analyze the effect of proposed legislation to the City of Dilley
- Plans, organizes, and oversees the preparation of the annual cost allocation program
- Plans, organizes, and directs activities related to the development, implementation, and oversight of the annual operating budget and capital improvement program
- Monitors and reports revenue trends; develops short and long-term revenue management strategies and recommends alternatives that achieve organizational goals
- Manages and directs the oversight of the City's procurement process, ensuring adherence to City policies and state procurement laws
- Maintains excellent customer service to both internal as well as external customers; communicates effectively, both orally and in writing, with small and large groups, management, media, citizens, employees, and City Council Members
- Responsible for ensuring proper calculation of the City's tax rate
- Initiates and participates in the development of City policy; serves as a member of the Management Team
- Provides counseling and coaching to subordinate managers; ensures appropriate action of subordinate supervisors on disciplinary actions; ensures compliance with all City personnel policies
- Establishes and/or approves performance standards governing the quality and quantity of work in each respective operating division; evaluates and holds subordinates accountable toward accomplishment of daily activities and long-term goals
- Provides a dual responsibility with the City Secretary the oversight of the City's utility customer service billing and call center operations
- Responsible for making presentations to the City Council and other groups concerning financial and budgetary information for the City.
- Performs other duties as assigned.

Additional Duties:

Core Competencies:

- Analyzing and making sound recommendations on complex financial data
- Planning, organizing and directing a wide variety of financial programs and activities
- Evaluating financial programs and providing recommendations for improvements
- Understanding, interpreting, explaining and applying city, state and federal laws regulating City financial accounting, reporting and recordkeeping, investment of funds, and borrowing.
- Developing and implementing financial procedures and controls
- Performing complicated mathematical calculations

- Evaluating the earning potential of tax-exempt investments and directing investment activities
- Preparing clear, concise and complete financial statements, reports and other written materials
- Exercising sound, independent judgment within general policy guidelines
- Representing the City effectively in contracts with governmental and regulatory agencies, outside consultants and counsel, and business and professional groups
- Establishing and maintaining effective working relationships with all levels of City management and the City Council.

Accounts Payables:

- Maintains and files accounts payable records and invoices; runs accrual list, cash requirements, and accounts payable checks.
- Updates and maintains vendor information.
- Checks Accounts Payable edit for accuracy
- Reconciles bank statements; checks for accuracy and compares balances with other records; investigates any problems regarding bank statements.
- Establishes and maintains filing system for all accounts payable transactions and reports.
- Compares balances of financial accounts for accuracy; prepares reports on financial accounts.
- Assist with other clerical positions when needed.
- Prepares report on invoices; provides copies for council meeting.
- Researches accounts

Minimum Qualifications/Acceptable Equivalency:

Bachelor’s Degree in Accounting, Finance, Business Administration, Economics or Public Administration with more than four years of progressively responsible experience in municipal finance, accounting, budgeting, and/or cash and debt management, including at least two years of supervisory experience

OR

- Any combination of education, training, and experience that provides the knowledge, skills and abilities required
- Must have a valid Class “C” Driver’s License prior to employment (must obtain Texas Class “C” driver’s license within 30 days of hire per state law)

ALCOHOL AND DRUG TESTING POLICY:

This position is subject to the City of Dilley’s Policy on Section 3.10 Alcohol and Controlled Substance Abuse / Drug Testing found in the City of Dilley Employee Handbook, which includes: Pre-employment testing, Post-Accident Testing, Reasonable Cause Testing, and Return to Duty Testing/Follow-Up Testing.

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

CC: Employee
Employee File

Approved by City Council: APRIL 21, 2020