

Job Description

Position:	Finance Director	City of Marlin, Texas
Department:	Finance	Exempt Status
Reports to:	City Manager	Full time
Date Approved by Council:		

- Ensure that the City is reimbursed from the insurance companies for damage to City property caused by outside individuals.
- Supervise the investment of city funds; make recommendations and monitor investment choices; maintain relationships with financial community; establish investment and banking policies; approve cash management strategies. manage the debt issuance process; make recommendations on type of financing, size and timing of issues
- Develop financial systems which comply with the accounting principles and legal requirements; coordinate the annual independent audit
- Explain, justify and defend Finance Department programs, policies and activities; negotiate and resolve sensitive and controversial issues
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance program administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints
- Perform other duties as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING

Knowledge of:

- Modern and highly complex principles and practices of financial administration with an emphasis on accounting, budgeting, auditing, cash management and debt.
- Operations, services and activities of a comprehensive public finance program.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Advanced principles and practices of municipal budget preparation and administration.
- Applicable purchasing policies and procedures.
- Principles and practices of Management Information System and related hardware and software.
- Advanced methods and practices of accounting and financial reporting.
- Principles and practices of cash management and investment.
- Techniques and practices of analytical forecasting and business management.
- Principles of supervision, training and performance evaluation.
- Regulations of local government financial administration.
- Modern office practices, procedures, methods and equipment.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Select, supervisor, train and evaluate staff.
- Delegate authority and responsibility.

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License or Certification

- Valid driver's license issued by the State of Texas.
- Obtain at least 8 hours of Continuing Education in Finance or a related field annually.

Employee Acknowledgement: _____ Date: _____

Note: This job description should not be interpreted to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instruction, and perform any related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.