



Job Announcement Finance Director

Department:	Finance	Posted:	06/22/2022
Position:	Finance Director	Closed:	Open Until Filled
Salary:	DOQ	Classification:	Exempt

Description

Under the direction of the City Manager, the Finance Director plans, organizes and directs the financial activities of the City including debt management, cash management, purchasing, general accounting, investments, financial planning, payroll and utility billing.

Essential Duties

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Directs and manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area.
- Oversee the development and implementation of policies and plans related to departmental service and operations.
- Plans, organizes and directs general ledger accounting including payroll, accounts payable, utility billing, service fees, municipal court, etc.
- 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 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, procedures monthly, quarterly, and year-end 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 collections resources.
- Manages and controls the accounts payable process for the City.
- Establishes and oversees accounting procedures and internal controls for cash receipts and disbursements.
- Advises the City Manager in financial matters of the City.
- Formulates and oversees the City's investment policies.
- Provides long-term and strategic financial support for the City's public projects.
- Prepares the request for proposal for audit services, evaluates proposals received and presets firm to City Council.

- Coordinates and assists with the annual financial audit with the external auditors.
- Understands and applies federal, state and local accounting practices and regulations.
- Prepares financial summary and forecast reports for revenues, expenditures and fund balances to present to City Council monthly.
- Manages City liens including the processing, reporting and calculation of amounts owed.
- Calculates the City's effective tax rate and presents to City Manager and City Council.
- Reviews and revises Finance Department's policies and procedures.
- Hires, trains, supervises and evaluates assigned staff.
- Performs performance evaluations counsels and interviews employees' on-the-job performance, resolves informal complaints and grievances, and takes necessary disciplinary action in accordance with City policies.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.

Minimum Qualifications

- Bachelor's Degree in accounting, finance, business administration, or related field, Master's Degree preferred.
- 5 years of experience in municipal or government accounting and finance or related area.
- 2 years of supervisory experience.
- Any equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Knowledge, Skills, and Abilities

- Advanced skills to analyze and interpret fiscal and accounting information; prepare timely financial statements and reports.
- Ability to plan, organize, direct and evaluate the work of assigned staff.
- Ability to understand, interpret, explain, and apply city, state and federal laws regulating City financial accounting, reporting and recordkeeping, investment of funds and borrowing.
- Comprehensive knowledge of principles and practices of governmental accounting and regulations governing the reporting of municipal government financial activities.
- Comprehensive knowledge of budget projection, development, management and justification practices and procedures
- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups.
- Ability to maintain confidentiality when working with sensitive information and to comply with all records retention laws.
- Ability to elicit respect and trust through actions and leads by example.

- Ability to provide leadership, counsel, motivation and constructive performance reviews to staff.
- Ability to respond and manage emergencies and incidents.
- Ability to develop and implement City policies, procedures and objectives.
- Comprehensive abilities in problem solving, conflict management and customer relations techniques.
- Proficient skills in Microsoft Office Suite including Excel, Word, and PowerPoint.
- Proficient skills in payroll, billing and budget application management.
- Comprehensive knowledge of municipal accounting and finance regulations.

Licenses and Certifications

- CPA preferred but not required
- Certified Government Finance Officer preferred but not required

Application Process

Send Employment Application, Cover Letter, and Resume to:

City of Palmview
Human Resources Office
400 West Veterans Blvd.
Palmview, Texas 78572

Or email: jobs@cityofpalmview.us

For more information call us at: 956.432.0300. The City of Palmview is an Affirmative Action/Equal Opportunity Employer.