



CITY OF DALWORTHINGTON GARDENS

Job Title: Finance Director
Pay Range: Negotiable, DOQ
Department: Finance
Reports To: City Administrator
Work Location: City Hall, 2600 Roosevelt Drive

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

General Summary

The Finance Director shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a majority vote of the City Council with advice from the Mayor and City Administrator.

The duties of the Finance Director shall be, in general, the maintenance of City finances including accounts receivable, accounts payable, payroll, municipal court, customer service, purchasing, and such other duties as may be prescribed by the City Council or the City Administrator.

Job Description

This position serves as the Chief Financial Officer for the city by providing highly responsible and complex financial and administrative support to the City Administrator. The Finance Director ensures financial reporting and procedural compliance with all applicable federal, state, and local regulations as well as generally accepted governmental and accounting principles. This position also coordinates the annual audit and is responsible for the annual comprehensive financial report and serves as one of the city's investment officers.

In coordination with the Mayor and City Administrator, the Finance Director develops, prepares, and implements the annual budget. This requires monitoring the execution of the budget through periodic review and preparation of monthly financial reports and quarterly budget review analysis reports. This position provides accounting and reporting of capital improvement projects and related debt.



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Essential Job Duties and Responsibilities

- Plans, directs, manages and oversees the activities, projects and operations of the Finance Department. This includes the city's accounting, financial reporting, budgeting, cash/debt management, purchasing, and payroll functions.
- Guides financial decisions by establishing, monitoring, revising and enforcing policies and procedures.
- Manages financial aspects by implementing policies and procedures and controls reporting systems; Supervises and manages city funds, investments and bonds.
- Protects assets by establishing, monitoring and enforcing internal controls.
- Maintains responsible cash balances and makes secure and prudent investments.
- Prepares reports related to the status of financial condition of the City.
- Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises on the reasonableness of financial actions and the minimization of potential fiscal risks.
- Oversees audit and coordinates with City departments accordingly.

Minimum Job Requirements (Knowledge, Skills, Abilities)

Knowledge of:

- City ordinances, resolutions and policies, and federal and state local legislation, regulations and requirements for finance, auditing and budgeting. Knowledge of governmental leadership, structures, and standards.
- Effective communication practices.
- Debt structure, investments and applicable policies.
- Fund accounting.
- Public budgeting and financial management.
- Principles and practices of governmental accounting and financial auditing.
- Thorough knowledge of generally accepted accounting procedures, with particular emphasis in governmental accounting.

Skills:

- Perform effectively in interpersonal situations.
- Perform effective managerial responsibilities.
- Establish rapport and elicit cooperation from others.
- Communicate ideas, facts and technical information accurately, thoroughly and in a manner easily understood by the intended audience.
- Effectively plan work activities and utilization of maximum resources.
- Problem-solving.
- Budget, Audit, Payroll, and other municipal finance operations.



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Abilities:

- Analyze financial data in making executive level decisions.
- Organize data and information.
- Identify and use potential sources of data and information.
- Make independent judgments, and identify process changes to promote efficiency.
- Plan, organize and monitor subordinate employee work assignments to accomplish department objectives.
- Clearly and effectively present ideas in discussions and oral presentations to the City Council and other boards.
- Establish and promote effective working relationships within the department and with other city personnel.

Education and/or Experience

Bachelor's degree in Accounting, Finance or Auditing, or Business Administration, preferred.

Five (5) years' experience in Finance, Accounting, Auditing, or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Prior budgeting experience or equivalent in a municipality is desired. Prior auditing and payroll management experience is desirable. Must be PC literate.

Advanced degree and/or post graduate studies desirable.

Conditions of Employment:

Must pass a pre-employment drug screen, criminal background check, and driving record check. Must have and maintain a valid Texas driver's license throughout employment with an acceptable driving record.

Work Environment

The employee works within a normal office environment, with occasional work to take place in storage/records retention areas of the City. The employee may perform repetitive activities, work with time sensitive projects, and normal office distractions (telephone calls, interruptions, disturbances, etc.).

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, kneel, stoop or crouch. The employee must regularly lift and/or move up to 10 pounds.

Benefits included:

- 20-year retirement plan with the Texas Municipal Retirement System
- 5-year vesting and a 2:1 City match
- Life insurance (1x salary)
- Paid long-term disability and short-term disability
- 100% paid health insurance for employee, with 50% paid dependent coverage
- Health Savings and Health Reimbursement plans offered
- Flexible spending account



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- Voluntary Dental, Vision and Life Insurance
- Paid vacation
- Paid sick leave
- Longevity pay
- 13 holidays, which includes 1 floating holiday