

**City of Dalworthington Gardens
Job Description**

Job Title: Finance Director
FLSA: Exempt
Salary: \$80,000-\$90,000 Annual Salary
Department: Finance
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 oversees all city financial activities to ensure it stays in strong financial standing and serves as the Investment Officer for the city. Their main duties include preparing monthly financial reports, attending monthly council meetings, promptly and accurately prepare reconciliations of all City bank accounts, pooled cash funds, credit card statements, various subledgers and general ledger accounts. Prepare journal entries as needed to record financial transactions. Oversee accounts payable and accounts receivable processes. Process payroll and applicable quarterly and annual federal and state reporting. Prepare annual budget reports which include actual and forecast costs for the current year with variance analysis. Work with auditors to prepare the Annual Comprehensive Finance Report (ACFR). Maintain working knowledge of and effectively apply generally accepted accounting principles (GAAP). Perform other related work as required.

A. Job Duties and Responsibilities:

- Reconcile bank statements and credit card transactions, and bank account activity daily against deposits made from multiple business locations.
- Record and reconcile ACH transactions, wire transfers, returned checks and other financial transactions.
- Record and monitor transactions related to capital assets.
- Process bi-weekly payroll
- Responsible for payroll quarterly report filing, W-2 filing process, and 1099 filing process.
- Reconcile various subledgers to the general ledger, and various general ledger accounts as directed.
- Preparation of monthly financial reports to be presented at monthly council meetings.
- Maintain working knowledge of and effectively apply generally accepted accounting principles (GAAP).
- Research stale-dated checks and make recommendations for disposition.
- Process various journal entries as required.
- Read and interpret difficult source documents and computer screens.
- Perform monthly/quarterly close process ensuring all entries are accurate and processed timely for assigned areas.
- Receive and process timely payment of all account's payable invoices and accounts receivable,

requisitions, purchase orders, receipts, and vendor information in a semi-paperless environment.

- Verify invoices and purchase orders to ensure completeness and accuracy prior to payment.
- Maintain vendor files and set up new accounts and make changes as needed.
- Maintain tracking spreadsheets for construction projects, reconciling to the pay apps.
- Administer the Fuel Card Program.
- Preparation of City's annual budget or supporting schedules; the City's Annual Comprehensive Financial Report or support schedules and work papers.
- Communicate courteously and effectively with other city employees, officials, and the public. Coordinate effectively with coworkers and personnel from other departments.
- Effectively use personal computer, financial, word processing, and other software.
- High level of ethics, professionalism and discretion required.
- Must be detail oriented.
- Sit and use computer for extended periods of time.
- Sort and file various records accurately.
- Operate various office machines.

B. Required Knowledge, Skills, and Abilities:

- Must achieve the Public Funds Investment Act certification within 6 months.
- Considerable knowledge of accounts payable and accounts receivable principles and practices.
- Proficient skills in Excel, Windows Office, PowerPoint.
- Skills in learning new software in a timely manner in an efficient enough matter to complete job duties.
- Ability to work independently in a fast-paced environment with changing priorities, and meet goals and deadlines.
- Ability to add, subtract, multiply, and divide; calculate decimals and percentages;
- Excellent mathematical and analytical analysis skills.
- Good working knowledge of generally accepted accounting principles (GAAP) is required.
- Must be able to perform with minimal supervision.
- Must have abilities to analyze and interpret complex financial and statistical data using spreadsheet software (such as EXCEL), word processing and various other types of software.
- Must have effective oral and written communication skills.
- Must be able to coordinate and work effectively with others in a small team environment to meet deadlines on projects.

C. Education and Experience:

Bachelor's degree in Accounting or Finance and three-five years of government accounting experience; OR Any equivalent combination of education, training and experience demonstrating the required knowledge, skills, and abilities to perform the duties will be considered.

D. 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.

E. Physical Demands / 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; handle, or feel and talk or hear. The employee may be required to carry, hold, lift, push and pull a minimum of 35 pounds of computer papers. Keep assigned areas clean; retrieve records and/or supplies from storage room.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.