CITY OF DALWORTHINGTON GARDENS

2600 Roosevelt Drive DWG, Texas 76016

Job Title: Finance Director

Pay Range: up to $150,000

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 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 required by GASB and GAAP. 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.

Minimum Qualifications Required:

- Bachelor's Degree in accounting, finance, business administration, or related field, Master's Degree preferred, and
- 5 years of experience in municipal or government accounting and a minimum of 2 years of supervisory experience,
- Advanced degrees and/or post graduate studies are desirable.

Licensed and Certifications:

- CPA, CMA, CGFO or CPFO certifications strongly preferred

Other Job-related Requirements:

- Valid Texas Drivers' License Class C.

Essential Job Duties and Responsibilities:

- 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 Administrator, and citizens; maintains and encourages the highest ethical standards.
- 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.
- Establishes and oversees accounting procedures and internal controls for cash receipts and disbursements.
- Advises the City Administrator 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 presents firms to the 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; presents reports to City Council monthly.
- Manages City liens, including the processing, reporting, and calculation of amounts owed; ensures that paid liens are released and recorded.
- Calculates the City's effective tax rate and presents to the City Administrator and City Council; acts as liaison to the Tarrant County Appraisal District to evaluate properties and develop revenue forecasts.
- Reviews and revises the Finance Department's policies and procedures.

Minimum Job Requirements *(Knowledge, Skills, Abilities)*

Knowledge of:

- Advanced skills to analyze and interpret fiscal and accounting information; prepare accurate and timely financial statements and reports
- 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 on 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 utilize maximum resources.
- Problem-solving.
- Budget, Audit, Payroll, and other municipal finance operations.
- Proficient skills in Microsoft Office Suite, including Excel, Word, and PowerPoint

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.

Conditions of Employment:

Must pass a comprehensive criminal background check, including but not limited to a pre-employment drug screen, credit 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 taking 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.).

The employee must regularly lift and/or move up to 20 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
- Voluntary Dental, Vision and Life Insurance
- Paid vacation
- Paid sick leave
- Longevity pay
- 13 holidays, which includes 1 floating holiday.