

## POSITION DESCRIPTION

**Position Title:** Finance Director  
**Department:** Finance  
**Division:** Finance  
**FLSA:** Exempt  
**Retirement:** KPERS  
**Effective Date:** January 7, 2022

### **GENERAL PURPOSE**

The major function of this position is to perform highly responsible management and administrative work directing and coordinating the varied functions of the Finance Department. The position performs a variety of complex supervisory, professional, and technical accounting and finance functions in maintaining the financial records and systems of the City. The position is responsible for the planning, developing, and maintaining the accounting and budgetary processes for the City. The position is responsible for developing and monitoring the City's operating and capital budgets. The position is also responsible for the oversight of all financial operations, including accounts payable, payroll purchasing, cash and investment management, and financial reporting.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the City Manager.

### **SUPERVISION EXERCISED**

Exercises supervision, either directly or through subordinate supervisor, over all Finance Department staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed.)

- Directs the financial operations of the City in compliance with all applicable external accounting standards (GAAFR, GAAP, and GASB).
- Manages departmental operations related to accounting, budgeting, accounts payable, payroll, and purchasing.
- Selects, trains, supervises, and evaluates the work of departmental employees and consistently applies applicable policies and procedures in an equitable manner.
- Administers and enforces financial and administrative policies and procedures approved by the City Commission and City Manager in matters relating to financial management and internal control issues.
- Manages—and directly participates in—the preparation of the Comprehensive Annual Financial Report (CAFR). Serves as the City liaison to the external auditors during the annual independent audit. Responsible for assuring compliance with external financial reporting requirements.
- Manages—and directly participates in—the development and presentation of the City Manager's annual operating budget and Capital Improvements Program (CIP).

- Evaluates and recommends methods of capital financing to provide funds for City projects, including working with financial advisor and bond attorney throughout all phases of issuance of debt
- Monitors the short-term and long-term financial condition of the City by evaluating fiscal performance in relation to the approval operating and capital budgets.
- Oversees the investment of City funds in accordance with applicable Federal and State statutes and regulations.
- Provides professional financial advice to the City Commission, City Manager, and various departments of the City.
- Develops financial policies and finance-related ordinances and resolutions for consideration by the City Manager and City Commission.
- Oversees the central computerized financial information system.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- A. Graduation from an accredited four-year college or university with a Bachelor's degree in finance, accounting, or a closely related field, and
- B. Five (5) years of continuous and progressively responsible experience in local government finance, accounting, or budgeting; or minimum of seven (7) years of professional finance/accounting experience.
- C. Minimum of two (2) years supervisory experience.
- D. Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy

#### **Knowledge, Skills and Abilities:**

- knowledge of local government accounting theory, principles, practices, and procedures, including knowledge of GAAFR, GAAP, and GASB
- knowledge of local governmental operating and capital budgeting theory, principles, practices, and procedures
- knowledge of public finance and financial planning
- knowledge of capital financing principles, practices and procedures
- knowledge of internal control systems and management information systems
- knowledge of payroll and accounts payable functions
- skill with computerized financial applications and data processing principles and practices, including strong skills and abilities with Microsoft Access and Excel
- skill with supervisory principles and practices
- ability to prepare and analyze complex financial reports
- ability to communicate effectively orally and in writing

### **DESIRED QUALIFICATIONS**

- (A) Preference will be given to individuals with local government experience in the State of Kansas.
- (B) Experience with Tyler Technology Munis financial software.

