



P. O. Box 239
Lockhart, TX 78644

Job Description Form

Job Title: Director of Finance

Date: October 24, 2018

Pay Range: \$65,493 - \$90,413- \$109,155

Pay Grade: (9) Exempt

Brief Description of the Job:

Directs all financial activities for the city in Customer Services, Information Systems, Accounting, Budgeting, Budget Development and Monitoring, Financial Forecasting, Purchasing, Investments, Payroll, Accounts Payable/Receivable, Annual Audit. Reconciles Accounts and Supervises Staff. Reports directly to the City Manager.

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below	% of Time	Strength	Physical Demand Code
Essential Functions			
1. Develops, consolidates, Prepares, Monitors, Administers, and Revises the City Operating & Capital Budgets.	10	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
2. Discusses and Advises with City Manager, Assistant City Manager, and City Council on all Financial Functions, Budget and status of the city.	5	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
3. Directs and prepares Monthly, Quarterly, Annual, and required Financial Reports to Local, State, & Federal Agencies in compliance with current Governmental Accounting Principles.	5	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
4. Formulates, Monitors, and Revises Financial, Accounting, and Investment Policies and Procedures.	5	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
5. Supervises, plans and coordinates the efforts of the Accounting Department and support staff.	10	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
6. Reviews and approves Purchasing, Accounts Payable and Receivable documents, Payroll Registers for payment, & various grant programs and granting authorities for all city departments.	5	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
7. Plans and coordinates with appraisal district to ensure accurate calculations of property taxes, preparation of Truth-in-Taxation schedule, timely public notices, and council agenda items during budget process.	5	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
8. Oversees administration of Hotel Occupancy Taxes. Includes annual letters to recipients to make presentations to council, council agenda items, reviewing quarterly reports for proper spending, and annual contracts to the receiving entities.	5		A,B,C,D,E,F,G H,I,J,M,Q,R,S
9. Responsible for revenue collections, Cash Management Programs, Investments, Bonds, Treasury, and Debt Management Activities.	7	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
10. Develops, Prepares, and Monitors the depository agreement and various request for proposals.	5	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
11. Coordinates audit functions with external auditors.	5	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
12. Reviews and approves any contracts with other companies or agencies. Goes out for bid and makes recommendations to City Manager or council on item over \$25,000.	5		A,B,C,D,E,F,G H,I,J,M,Q,R,S
13. Develops, prepares, and monitors accurate recording and counting of fixed assets.	5		A,B,C,D,E,F,G H,I,J,M,Q,R,S
14. Able to follow, interpret & apply financial accounting theory, laws, & regulations; develops various internal financial reports & special analyses including expenditure, tax, & federal reports.	5	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
15. Oversees personnel management activities in accordance with current laws and regulations.	5	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S

Essential Functions	% of Time	Strength	Physical Demand Code
16. Oversees Utility Billing and Meter Reading activities in accordance with current laws and regulations.	5	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
17. Responsible for accounting and financial management systems maintenance and entry and management of data.	5		A,B,C,D,E,F,G H,I,J,M,Q,R,S
18. Other Duties as assigned.	3	L	A,B,C,D,E,F,G H,I,J,M,Q,R,S
	100		
A. STANDING D. LIFTING G. REACHING J. KNEELING M. BENDING P. BALANCING S. TALKING B. SITTING E. CARRYING H. HANDLING K. CROUCHING N. TWISTING Q. VISION T. FOOT CONTROLS C. WALKING F. PUSH/PULL I. FINE DEXTERITY L. CRAWLING O. CLIMBING R. HEARING U. OTHER: _____			

PHYSICAL DEMANDS

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OVERALL STRENGTH DEMANDS:

SEDENTARY _____ LIGHT X MEDIUM _____ HEAVY _____ Very Heavy _____

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	<u>F</u>	G. REACHING	<u>F</u>	M. BENDING	<u>R</u>	S. TALKING	<u>C</u>
B. SITTING	<u>C</u>	H. HANDLING	<u>C</u>	N. TWISTING	_____	T. FOOT CONTROLS	_____
C. WALKING	<u>F</u>	I. FINE DEXTERITY	<u>F</u>	O. CLIMBING	_____	U. OTHER: _____	_____
D. LIFTING	<u>O</u>	J. KNEELING	<u>R</u>	P. BALANCING	_____		
E. CARRYING	<u>O</u>	K. CROUCHING	_____	Q. VISION	<u>C</u>		
F. PUSH/PULL	<u>O</u>	L. CRAWLING	_____	R. HEARING	<u>C</u>		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMMODATION.

Physical Demand	Description
Standing/Walking	On bare, tiled, and carpeted floors and going up and down stairs and steps.
Sitting	At desk for extended periods.
Lifting/Carrying	Computer listings and paper to a maximum of 35 pounds.
Pushing/Kneeling Bending	Filing and removing documents in filing cabinets and tables.
Reaching/Handling	Documents on desk area and in filing cabinets and tables.
Fine Dexterity	Operating personal computer keyboard and calculator
Vision	To read source documents and view computer terminal screen.
Hearing/Talking	To communicate with staff and public on all matters.

PHYSICAL DEMANDS

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MACHINES, TOOLS, EQUIPMENT AND WORK AIDES

Ability to operate standard office equipment and machines to include: 10key calculator, personal computer, typewriter, copy machine, fax, postage meter, printers, and multi-function telephone. Uses word processing and various financial softwares.

ENVIRONMENTAL FACTORS

Work is inside office atmosphere subject to central air conditioning and heating systems. May occasionally go out to the field to investigate customer complaints and meter reading problems.

PROTECTIVE EQUIPMENT

City will provide equipment designed to mitigate carpel-tunnel syndrome hazards due to frequent required used of calculator and computer keyboards.

NON-PHYSICAL DEMANDS

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	<u>F</u>	Emergency Situations	<u>R</u>
Noisy/Distracting Environment	<u>F</u>	Tedious Exacting Work	<u>F</u>
Performing Multiple Tasks Simultaneousl	<u>F</u>	Working Closely with Others as part of a Team	<u>F</u>
Danger/Physical Abuse	<u>R</u>	Irregular Schedule/Overtime	<u>O</u>
Frequent Change of Tasks	<u>F</u>	Other (Description Below:)	<u> </u>

JOB REQUIREMENTS

FORMAL EDUCATION:

Bachelor's degree in Accounting, Finance or related field required.
Certification as a Government Finance Officer (CGFO), Certified Public Finance Officer (CPFO) and/or a C.P.A. is preferred.

EXPERIENCE:

Five years of progressively responsible supervisory, experience in Municipal or Governmental financial administration, general and utility accounting.

OTHER REQUIREMENTS:

Knowledge of generally accepted accounting procedures and principles, Utility Billing Management and Rate Analysis, Comprehensive Annual Financial Reports (CAFR), and Data Processing Applications. Should have experience with 4A and 4B law. P.C. capabilities. Must be able to use Microsoft Word and Excel.
May be periodically required to work extended hours during budget preparation process and special projects.
Possess a Texas driver's license, must have and maintain a satisfactory driving record.

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READING:

Reads and interprets difficult source documents, rules, regulations, ordinance, codes, pronouncements, and computer screen.

WRITING:

Monthly, Quarterly, Annual, and as required Financial & Special reports in compliance with current Governmental Accounting Principles. Prepare Council Agenda Items. Correspondence to Government Agencies and Public Entities.

MATH:

Ability to add, subtract, divide, multiply, and determine percentages. Computations must be made rapidly and accurately.

OTHER REQUIRED SKILLS:

Reasoning, Supervisory, Managerial, Interpersonal:

Ability to use tact and diplomacy; Keep Confidentiality; and Maintain effective relationships with other staff, Department Heads, General Public, and various Local, State, and Federal Government Officials. Ability to organize and direct activities of department personnel and ability to delegate and prioritize effectively. Ability to establish, accept, delegate, and control policies and procedures of the city.

SIGNATURES - REVIEW AND COMMENT

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

I have reviewed the experience and qualification requirements of the job and I feel I am qualified.

Employee - Print Name

Signature

Date

Supervisor- Print Name and Title

Signature

Date

Comments _____

