



Position Description

Finance/Human Resources Director

Department: Finance
Reports to: City Administrator
FLSA Overtime Status: Exempt
Positions Supervised: Liquor Store and Technology Services Manager, Accountant
Grade: 12; \$82,809 to \$103,511 DOQ (2022)

Revision Date: July 22, 2020
Council Approval Date: July 22, 2020

OBJECTIVE

The Finance/Human Resources Director provides strategic leadership and management to operating departments and is part of the City's leadership team. Coordinates the annual capital improvement plan, budget, financial management plan and audit preparation; administers debt and risk management; administers cash management and the investment of City funds. As part of the leadership team helps prepare, develop, implement and evaluate policies and procedures related to the overall financial management of the City's general and enterprise funds: Fire District, Wastewater, Liquor Store and Airport. As a working Director, the Finance/Human Resources Director performs accounting tasks daily to ensure separation of duties.

The Finance/Human Resource Director ensures compliance with the Fair Labor Standards Act (FLSA) and other related employment law requirements.

ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.

Leadership/Supervision

1. Defines work responsibility for assigned personnel and clearly communicates authority delegated so employees may proceed with certainty in the performance of their duties.
2. Participates in the selection of qualified personnel for department areas supervised and directs their orientation and training to achieve the desired level of work performance.
3. Continually evaluates the effectiveness of assigned personnel and the results achieved to provide a basis for training and guidance to improve performance.
4. Conducts performance reviews in accordance with established City policies and recommends salary adjustments, promotions, or terminations based upon demonstrated work performance.
5. Develops and maintains a respected level of discipline and working climate in which personnel are motivated to perform to the best of their ability.
6. Demonstrates by personal example the desired standards of conduct and work performance for all personnel.
7. Provides direction to the Liquor Store Manager to ensure maximum profitability of the asset.

Organization/Procedures

1. Plans and develops sound accounting policies and administrative practices which will provide the City Administrator and the City Council with financial data necessary to guide their planning and decision making.

2. Oversees the maintenance of all accounting and financial records so they conform to accepted government accounting principles and provide an accurate and current reflection of the City's financial condition.
3. Prepares various reports required by State and Federal agencies.
4. Continually evaluates financial control systems for the purpose of strengthening systems
5. Evaluates on a continuing basis the organization and functioning of the finance and accounting areas and implements changes to improve the results achieved in each area.
6. Recognizes potential legal liability for the City resulting from City policies and practices and recommends actions to control or minimize the potential liability of such activities and to ensure the City has adequate insurance coverage.
7. Maintains compensation/wage/salary history, employee vacation, sick, holiday and other forms of compensation pay records in accordance with established policy.
8. Oversees and participates in the preparation of payroll processing, quarterly reports, W-2's and related activities and reporting as required by State and Federal regulations.
9. Represents City at county, regional, and state-wide meetings relative to financial matters in which the City has an interest.
10. Reconciles the monthly bank statements.
11. Plans and develops policies regarding the cashing of checks, purchasing, and receiving of merchandise inventory controls.
12. Informs the City Administrator of all significant developments which the Administrator will need to know to perform effectively as chief administrative officer.
13. Ensures that accounting standards relating to separation of duties are met to the greatest extent possible; performs accounting duties as needed to achieve this goal.
14. Participates and provides guidance in the hiring of staff in other departments; reviews job descriptions and job postings for compliance with FLSA, reviews interview questions, participates in job interviews.
15. Oversees compliance with FMLA and other employment law requirements.

Investments

1. Manages and invests City funds according to legally approved investment practices and in accordance with current city and state policy.

Budget/Fund Management

1. Develops, in collaboration with the Administrator, a comprehensive annual budget and Capital Improvement Program.
2. Provides consultation and guidance to department heads in the budget process.
3. Oversees, reviews, and controls all disbursements and credit card purchases to see that they are in line with the budget and have been properly authorized. Tracks project costs.
4. Acts as primary contact for the City's auditors; performs all audit entries; reviews draft audit reports; prepares reporting forms.
5. Monitors pending state and/or federal legislation that could impact the City of Princeton and interprets the impact of such legislation.
6. Recognizes and recommends opportunities to secure funding for desirable projects from federal, state, county, and/or other agencies when the use of such funding would be advantageous for the City.
7. Provides consultation and guidance regarding pricing used in regards to various City services and enterprises.

8. Advises the Administrator and the City Council on the use of Tax Increment Financing (TIF) and tax abatement for development projects and the resulting impact to the City's budget.

Debt Service and Assessments

1. Maintains control of all bond issue records and prepares and administers all special assessment records.
2. Oversees property assessment procedures.
3. Reviews the projected sewer and fee for service rates to assure required City revenue will be attained.

Special Projects

1. Serves as the organization's Risk Manager and coordinates insurance to assure protection of employees and assets.
2. Performs special research studies and assists the City Administrator as directed.
3. Assists the City Administrator in the employee benefits package, contract analysis, Union negotiations, discussions and personnel matters. Implements and administers City's benefit plans.
4. Serves as the City Administrator during the absence of the City Administrator.
5. Responsible for compliance with OSHA injury and illness reporting requirements.
6. Performs other duties and assumes other responsibilities as apparent or assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in accounting, business administration or related field with a minimum of three (3) years' experience. A valid driver's license is required. Must successfully complete a criminal history background check.

Preferred Qualifications

CPA certified, CPFO or related Master's Degree. Previous experience in municipal or county government working with general and enterprise fund management.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of municipal budgeting and financial concepts; TIF and tax abatement statutes and policies; accounting principles; audit requirements; bonds and investment policies.

Skill in organizing, directing, and managing the activities of multiple staff. Skill in reading, writing and speaking English proficiently, organizing and prioritizing work; preparing factual, clear and concise oral and written reports; experience with Microsoft Office, high proficiency in the use of Excel.

Ability to develop and maintain effective working relationships with department heads, co-workers, vendors, and members of the public; communicate effectively, both verbally and in writing; translate complex technical information into understandable messages; understand and carry out oral and written instructions; analyze problems and prioritize the implementation of solutions; work independently, exercise good judgment, and meet deadlines; perform multiple on-going tasks accurately and efficiently; development and implement effective policies and procedures; accurately create and maintain records.

EQUIPMENT

Computers (Desktop and Laptop), phone and adding machine.

WORKING CONDITIONS

Hours worked are 40 hours per week plus evening meetings. Work is performed in an office setting; travel is required between various city sites. Subject to frequent interruptions and to sitting for long periods of time. Work requires considerable attention to detail.

PHYSICAL REQUIREMENTS

Reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions. Specific vision abilities required for this position include close vision and the ability to adjust focus.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work, and the worker sits most of the time, the job is rated for Light Work.

ADA CONSIDERATIONS

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.