

Position Title: **FINANCE DIRECTOR**
Department: **FINANCE**
Accountable To: **CITY ADMINISTRATOR**
Status: **FLSA EXEMPT**

PRIMARY OBJECTIVE OF POSITION

To plan and implement sound administration of financial operations of all City departments, City enterprises, and assist the City Council, City Administrator, and department heads in the decision-making process by providing information on financial impact. Serves as City Treasurer and performs all statutory duties of that position.

The Finance 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 general fund and enterprise funds; Fire District, Liquor Store and Airport.

ESSENTIAL FUNCTIONS

Duties shall include, but not be limited to, the following areas:

Leadership/Supervision

- Defines work responsibility for assigned personnel and clearly communicates authority delegated so employees may proceed with certainty in the performance of their duties.
- 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.
- Continually evaluates the effectiveness of assigned personnel and the results achieved to provide a basis for training and guidance to improve performance.
- Conducts performance reviews in accordance with established City policies and recommends salary adjustments, promotions, or terminations based upon demonstrated work performance.
- Develops and maintains a respected level of discipline and working climate in which personnel are motivated to perform to the best of their ability.
- Demonstrates by personal example the desired standards of conduct and work performance for all personnel.

Organization/Procedures

- 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.
- 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.
- Prepares various reports required by State and Federal agencies.
- Continually evaluates financial control systems for the purpose of strengthening systems
- 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.

Organization/Procedures Continued

- 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.
- Maintains compensation/wage/salary history, employee vacation, sick, holiday and other forms of compensation pay records in accordance with established policy.
- Oversees the preparation of payroll processing, quarterly reports, W-2's and related activities and reporting as required by State and Federal regulations.
- Represents City at county, regional, and state-wide meetings relative to financial matters in which the City has an interest.
- Verifies that City cash transaction records reconcile to monthly bank statements.
- Plans and develops policies regarding the cashing of checks, purchasing, and receiving of merchandise inventory controls.
- Keeps City Administrator informed of all significant developments which the Administrator will need to know to perform effectively as chief administrative officer.

Investments

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

Budget/Funding

- Assists the Administrator in the development of a comprehensive annual budget and Capital Improvement Program.
- Provides consultation and guidance to department heads in the budget process.
- 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.
- Acts as primary contact for the City's auditors; performs all audit entries; reviews draft audit reports; prepares reporting forms.
- Keeps informed on pending state and/or federal legislation that could impact the City of Princeton and interprets the impact of such legislation.
- Recognizes and recommends opportunity 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.
- Provides consultation and guidance regarding pricing used in regards to various City services and enterprises.

Data Processing/Computer

- Assists in the organization's coordination of Technology implementation.
- Reviews and analyzes the data processing operation to assure the informational services being provided are of highest quality and are cost effective and makes system implementation recommendations.
- Oversees the municipal liquor data processing operation and equipment.

Debt Service and Assessments

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

Special Projects/Duties

- Serves as the organization's Risk Manager and coordinates insurance to assure protection of employees and assets.
- Performs special research studies and assists the City Administrator as directed.

Special Projects/Duties Continued

- Assists City Administrator in the employee benefits package, contract analysis, Union negotiations, discussions and personnel matters. Implements and administers City's benefit plans.
- Serves as City Administrator during the absence of the City Administrator.
- Responsible for compliance with OSHA injury and illness reporting requirements.
- Performs other duties and assumes other responsibilities as apparent or assigned.

MINIMUM REQUIREMENTS

4-year Bachelor Degree in accounting, business administration or related field, preference for CPA certified, CPFO or related Master's Degree.

- Three (3) years minimum related experience, preference for previous governmental setting experience working with general fund and enterprise fund management.
- Computer experience.
- MN Drivers License.
- Able to be bonded.
- Able to input and verify accuracy of data entry and typing efficiency.

RESPONSIBILITY FOR WORK OF OTHERS

- Accountant

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be added to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, feel, operate objects, tools or keyboards, speak intelligibly, hear, and read. The employee is frequently required to stand, walk, and reach hands and arms. The employee must frequently move, turn, lift and carry objects weighing up to 20 pounds. Examples of lifting and carrying include, but are not limited to, paper, electronic equipment, books, and exhibit displays. Specific vision abilities required for this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Office environment; significant exposure to computer screens; the noise level is usually quiet, although the ability to work with noise and distractions is required; this position works in an office.

EXPECTED HOURS OF WORK

This is a full-time position. Normal business hours and evening meetings.

It is the policy of the City of Princeton to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statutes.