**POSITION TITLE**: Finance Director

**SUPERVISOR’S TITLE**: City Manager

**WEEKLY HOURS**: 40

**FLSA STATUS**:

**DEPARTMENT(S):** Finance

**JOB SUMMARY:** Under general supervision, the Finance Director, serving as the city's Chief Financial Officer, Budget Officer, and Treasurer, is responsible for complex professional finance, reporting, and accounting work, as well as providing support to the city manager, the City Commission, and supervision for three business units, including: Accounting, Utility billing, and Purchasing.

**PRIMARY DUTIES:** Evaluate data pertaining to costs to plan budgets.; Prepare operational or risk reports for management analysis.; Oversee training programs.; Supervise employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.; Coordinate and direct the financial planning, budgeting, procurement, or investment activities of all or part of the City ; Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.; Maintain current knowledge of City financial policies and procedures, federal and state policies and directives, and current accounting standards.; Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies.; Provide direction and assistance to other departmental units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.; Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.; Advise City management on short-term and long-term financial objectives, policies, and actions.; Monitor financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met.; Evaluate needs for procurement of funds and investment of surpluses and make appropriate recommendations.; Monitor and evaluate the performance of accounting and other financial staff, recommending and implementing personnel actions, such as promotions and dismissals.; Develop and maintain relationships with banking, insurance, and nonorganizational accounting personnel to facilitate financial activities.; Receive, record, and authorize requests for disbursements in accordance with policies and procedures.; Delegate authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.; Conduct or coordinate audits of accounts and financial transactions to ensure compliance with state and federal requirements and statutes.; Lead staff training and development in budgeting and financial management areas.

**SUPPLEMENTARY DUTIES:** Oversee the flow of cash or financial instruments.; Prepare financial or regulatory reports required laws, regulations, or boards of directors.; Develop or analyze information to assess the current or future financial status of the City of Ennis.; Evaluate financial reporting systems, accounting or collection procedures, or investment activities and make recommendations for changes to procedures, operating systems, budgets, or other financial control functions.; Review collection reports to determine the status of collections and the amounts of outstanding balances.

**WORK PRIORITIES & DEADLINES:** This position reports to the City Manager. General instructions are provided. As a director level position, there is an expectation that the incumbant will provide self-direction, self-motivation, and take the initiative in this role. The work load is dependent upon current projects, and customer/citizen needs. This position has agenda items, filings, and administrative deadlines.

**ADDITIONAL DUTIES:**

* Perform financial related duties of subordinate staff in their absence.
* Provide financial support for other departments.
* Serve on community or departmental committees and teams.
* Evaluate and modify benefits policies to ensure that programs are current, competitive, and in compliance with legal requirements.
* Attend and participate in meetings of municipal councils, commissions, or committees.
* Assist other departments with inquiries, requests, or duties.
* Perform other duties as assigned.

**AFTER HOURS:** Evening meetings and weekend activities as needed.

**QUALIFICATIONS:**

**EDUCATION:**

* Bachelors Degree with course work focusing on Accounting or Finance

**YEARS OF EXPERIENCE:**

* Over 5 years

**KNOWLEDGE, SKILLS, & ABILITIES:**

* Governmental Accounting, Auditing and Financial Reporting. Texas methods of budgeting and treasury management..
* Superior writing and communication skills. Supervision skills.

**CERTIFICATIONS:**

* CPA, CGFO, CGFM, or CPFO preferred.

**SUPERVISORY DUTIES:**

* Assign work to other employees.
* Instruct, train other employees.
* Make recommendations concerning the salaries of other employees.
* Schedule/determine hours worked and time off work of other employees.
* Participate in the hiring process of other employees.
* Make recommendations for disciplinary actions of other employees.

**TOOLS & EQUIPMENT:**

* Common office accessories (i.e. file cabinet, three-hole punch, scissors, ruler, stapler, tape, writing materials, etc.), computer, printer, scanner, telephone, fax machine, copy machine, 10 key calculator, vehicle, etc.

**POSITION INTERACTION & CONTACTS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Contact** | **Reason for Contact** | **Frequency** | **Type of Interaction** |
| Contacts within your department: | peers | obtain or share information | daily | person |
| Contacts with other City and County departments: | city manager, directors, managers and staff | interpret policy, provide advise, obtain or share information | daily | person, email, telephone |
| Contacts with other public jurisdictions or agencies: | oversight agencies, tml, gfoa, ecad, eisd, ellis county | obtain or share information. seek information or advice. coordinate activities. required reporting. | monthly | email, mail, telephone |
| Contacts with private industry (such as contractors or vendors): | vendors | obtain or share information, a, p payment requests, ub account matters. project management matters. | weekly | email, mail, telephone |
| Contacts with the public: | customers | obtain or share information | daily | person, email, mail |

|  |  |
| --- | --- |
| **Contacts**  | **The purpose or nature of contact** |
| Business representatives | Problem solving for others |
| Clients | Explain and exchange information |
| Contractors/Suppliers | Problem solving for others |
| Employees in the same department as yours | Teach; train |
| Employees in another department | Teach; train |
| Public | Handle complaints |
| Heads of departments (other than yours) | Problem solving for others |
| Representatives of professional agencies/governments | Obtain or hand out information |
| Salespersons | Obtain or hand out information |
| Volunteers | Obtain or hand out information |

|  |  |
| --- | --- |
| **Lifting Activities** | **Frequency** |
| Up to 10 pounds | Frequently (2-5 hours, shift) |
| 11 to 25 pounds | Occasionally (upto 2 hours, shift) |
| 26 to 50 pounds | Occasionally (upto 2 hours, shift) |
| 51 to 100 pounds | Occasionally (upto 2 hours, shift) |
| More than 100 pounds | Occasionally (upto 2 hours, shift) |

**PHYSICAL REQUIREMENTS:**

**PHYSICAL REQUIREMENTS CONTINUED:**

|  |  |
| --- | --- |
| **Physical Activities** | **Frequency** |
| Stand | Occasionally (upto 2 hours, shift) |
| Walk | Occasionally (upto 2 hours, shift) |
| Sit | Frequently (2-5 hours, shift) |
| Lift, carry, push and/or pull | Occasionally (upto 2 hours, shift)  |
| Talk or hear | Constantly (5-8 hours, shift)  |
| Use hands to finger, handle or feel | Constantly (5-8 hours, shift)  |
| Climb or balance | Occasionally (upto 2 hours, shift)  |
| Stoop, kneel, crouch, or crawl | Occasionally (upto 2 hours, shift)  |
| Reach with hands and arms | Occasionally (upto 2 hours, shift)  |
| Taste or smell | None |

**WORK ENVIRONMENT:**

|  |  |
| --- | --- |
| **Description** | **Frequency** |
| Wet, humid conditions (non-weather) | None |
| Work near moving mechanical parts | None |
| Work in high, precarious places | None |
| Fumes or airborne particles | None |
| Toxic or caustic chemicals | None |
| Outdoor weather conditions | Occasionally (upto 2 hours, shift) |
| Extreme cold (nonweather) | None |
| Extreme heat (nonweather) | None |
| Risk of electrical shock | None |
| Work with explosives | None |
| Risk of radiation | None |
| Vibration | None |
| Noise | Quiet (e.g. library, private office) |
| Other hazards | None |