

JOB TITLE: FINANCE DIRECTOR/TREASURER (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the City Administrator and in compliance with State Statute and City Code.

JOB SUMMARY: Direct planning, implementation, and maintenance of accounting and investment system, and receipt and disbursement of all City funds. Participate in planning and development of long-range capital improvements program and responsible for planning, development, and coordination of long-term debt and short-term debt financing program. Direct preparation of the budget for review and adoption; projection of revenue estimates and expenditures; and preparation of bond issues and offerings. Perform or supervise the duties for the Ex-Officio Secretary/Treasurer for the Seward Airport Authority. Hold office of City Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform and direct financial operations in sufficient detail to produce adequate cost, financial, and statistical data for management purposes to meet statutory requirements consistent with established and generally accepted accounting principles and practices.

Update the City's Accounting System; direct the maintenance and ongoing operation of the City's accounting system; direct activities to secure sound financial procedures and internal controls.

Provide fiscal management in collection, control, security, disbursement, and investment of City funds.

Responsible for all checks drawn on the City treasury. Maintain all City bank accounts including: recording deposits/checks; make appropriate account transfers; monitor CD's rate terms to ensure cash flow; monitor bond/federal funds; reconcile bank accounts monthly for accuracy and against general ledger accounts; and sufficient City pledging as per state statute.

Develop and implement long and short-range goals, objectives, and financial policies for the City. Work with all levels of City management to ensure sound financial management practices. Develop systems, procedures and reports to achieve sound financial management.

Provide necessary financial management that will afford the opportunity to issue debt instruments.

Direct approval of audit and certification of all claims against the City for payroll, goods, and services.

Direct compilation of statements of current operating and capital outlay expenditures.

Provide direction and financial administration of federal and state grants.

Design and implement various City-wide internal controls to ensure that all financial procedures are being followed, revenue collection procedures are within good business practices, and cash collection is accurate.

Supervise payroll procedures and time input; responsible for preparation of payroll checks and submit payroll tax deposits/deductions; and prepare and submit quarterly and end-of-year federal and state tax forms including W-2's.

Supervise Accounts Payable for budgetary compliance and review claims report submitted to the City Council. Prepare monthly sales tax filings and annual 1099 reporting.

Supervise Accounts Receivable to ensure billings are sent out and appropriate payments recorded and balance with the general ledger accounts, and appropriate entries made for the write-off of delinquent accounts.

Responsible for monthly accounting procedures including: balance procedure, revenue and all general ledger accounts; perform general ledger accruals and adjusting/closing entries; asset management and depreciation; compensated absences; reconcile bank accounts and check register; and preparation of monthly financial reports, including balance sheets, operating statements, budgetary comparisons, and cash flow reports.

Perform and provide analytical analysis of financial results and assist in research and implementation of emerging issues.

Assist with information for utility rate studies.

Assist City Administrator and Mayor with budget analysis; direct preparation of budget review and adoption; assist departments with projecting revenue estimates and expenditures; assist in preparing property tax requirement and levy; estimate cash on hand and ending cash balance; submit proposed budget requests to City Administrator and Mayor denoting proposed tax increases, preparation of bond issues and offerings; coordinate interim financing for all City projects; prepare final budget for City Council approval; and prepare/submit all state budget forms. Prepare state budget documents and fiscal notes for the Airport Authority.

Secure a favorable Post Audit of City's financial records that will indicate conformance with generally accepted accounting principles. Assist the Auditor in preparation of the City Comprehensive Annual Financial Report including preparation of the financial, introduction, and statistical sections. File audit with appropriate state and federal agencies, including the Municipal Securities Rulemaking Board.

Attend City Council meetings and other meetings as requested by the City Administrator; operate Microsoft Word, Excel, PowerPoint, Gmail, Accounting Software, and other software as required to perform City functions; operate basic office machines, such as copy machine, computer, calculator, fax machine, cash register; keep confidential information confidential; maintain retention of records per State Statute.

Communicate with subordinates, supervisors, co-workers, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

Perform other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE: Associates Degree or Bachelor's Degree in accounting, finance, business administration, with emphasis in accounting, or related field with some courses in data processing or equivalent experience strongly preferred. Experience in government accounting preferred. CPA preferred. Five years of increasingly responsible finance and accounting experience or an equivalent level of experience preferred.

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge: Generally Accepted Accounting Principles (GAAP), and Government Accounting Standards Board (GASB); principles and practices of municipal budgeting; project management procedures; public relations; research practices and techniques; record keeping methods; federal and state laws and regulations applicable to accounting/finance operations; computerized accounting software;

financial statements, balance sheet, income statement, and cash flow reporting; oral and written communication skills required to effectively communicate on a daily basis with elected and appointed officials; professional conduct and communication with fellow City employees and the public at large.

Skills: Listening to and understanding information received; effective oral and written communication; ability to perform basic math and accounting; organization; analytical; compile and present comparative data; manual dexterity; ability to work in environment with constant interruptions; good typing and data entry; reading; customer/public relations; work independently; working knowledge of word processing, email, and calendaring computer software applications; interpersonal skills; grammar, punctuation, spelling, and proofreading; supervisory and leadership; perform complex math and accounting functions; ability to interpret information; ability to summarize.

Abilities: Apply principles of accounting, statistics and fiscal management; interpret and apply state and federal fiscal policies and procedures; manage funds and provide financial and budget recommendations; organize and present facts and opinions so others will understand; communicate to exchange information and ideas and to promote agency needs, plans, and objectives; analyze and interpret financial data and draw conclusions; evaluate the soundness of financial practices and compliance with state and federal laws and regulations; organize files and retrieve data effectively; learn and understand PC software applications; alpha and numeric recognition; prioritize work; logical reasoning; patience; carry out assignments through oral and written instructions; concentration; make and receive telephone calls; compute basic math computations; work on several projects at once; work under distracting conditions; read and comprehend City policies and ordinances, state and federal laws and regulations; train and guide others; exhibit tact, diplomacy, and judgement when dealing with co-workers, other City employees, and external contacts; analyze complex problems and recommend solutions; work under pressure; visual stamina and acuity adequate to review alpha/numeric data and spend long periods of time looking at computer screen; hand-eye coordination; sit and/or stand for long periods of time; attend meetings and/or conferences in town or out of town.

Updated: 06/2018