



Inspire, Educate, Involve, Communicate

Position Title:	Finance Director
Department:	Finance Department
Supervisor:	City Manager
FLSA Status:	Exempt, Regular Full-Time
Grade:	Non-Union 10
2017 Salary:	\$81,261.23 to 109,455.22

INTRODUCTION:

Responsible for planning, directing, and administering all financial activities for the City. Duties include, but are not limited to, management of all accounting functions, payroll, utility billing, assessing, investments, debt service, risk management; and providing assistance to the City Manager and City Council on financial planning and related matters. The Finance Director is a department head level position reporting to the City Manager.

DUTIES AND RESPONSIBILITIES:

A. Maintain, evaluate and improve, as necessary, an accounting system in accordance with the City's needs and all applicable standards.

1. Apply knowledge of generally accepted Accounting Principles, and State Auditors Guidelines
2. Monitor automated accounting system as compared to systems available in the marketplace
3. Apply principles of prudent financial management to insure that all resources are properly safeguarded
4. Maintain an accounting system that will insure that resources are received and expended properly
5. Maintain a system of internal control that provides reasonable assurance that the City's assets are protected

B. Prepare the annual budget for presentation to the City Manager.

1. Supervise the preparation of all required budget work papers including those submitted by departments
2. Review department requests with the City Manager
3. Formulate revenue projections for all funds within the constraints of applicable laws and expenditure requests for various departments
4. Assist in presenting the proposed budget to the City Council

Finance Director

5. Incorporate all City Council directed changes into the proposed budget
6. Direct the preparation of the final adopted budget
7. File all necessary documents with the State and County regarding tax levies, levy limits etc.

C. Maintain a system of financial control and debt management to protect the financial condition of the City and its various operations.

1. Insure that all debt instruments issued by the City are adequately funded by tax levies, special assessments or other sources of revenue
2. Advise City Manager and City Council, as necessary, on various financial matters
3. Review all construction projects being proposed for their impact on available resources, bonded debt rating and the City's ability to provide future resources for those purposes
4. Review fund balances for adequacy and recommend adjustments when necessary
5. Design financing mechanisms for unusual or unanticipated financial needs
6. Maintain files, monitor impact and advise as necessary the collections of special assessments inducing delinquencies, various deferral programs and tax forfeiture

D. Supervise the preparation of various reports.

1. Quarterly budget report to the City Council, monthly budget reports to departments and City Manager.
2. Comprehensive Annual Financial Report
3. Miscellaneous financial reports as required by various State and Federal regulations
4. Survey responses as requested by outside agencies or organizations
5. Prepare special reports and analysis as required and/or directed by the City Council or City Manager.
6. Perform research, conduct analysis, determine scope, prepare reports and make recommendations on special issues as necessary

E. Cooperate with the City Clerk to maintain a purchasing system in compliance with State law and Generally Accepted Accounting Principles.

F. Design and supervise a system of investments that assures all idle cash is invested in a manner to protect investment principal and maximize investment yields.

G. Coordinate and supervise the issuance of bonds as directed by the City

Council or as required by construction projects.

1. Review the requirements prepared for various construction projects
2. Work with the City's financial consultant in maintaining the debt management plan, issuing required debt and preparing rating presentations
3. Present requests for bonding to the city Council
4. Review bids received on bonds and recommend action to the City Council

H. Coordinate efforts with the Planning and Economic Development Department

1. Prepares and coordinates the fiscal data and production of annual reports and fiscal projections for Tax Increment Districts and Securities and Exchange Commission Bond Disclosure requirements.

I. Supervise the Payroll and Benefits programs

1. Supervise the administration of the City's workers compensation insurance policies
2. Supervise employee benefits programs for health insurance, long-term disability, PERA and unemployment compensation.
3. Remain informed of changes in State law that may affect workers' compensation insurance and employee benefit programs

J. Supervise the administration of the City's insurance policies and programs, including liability, workers compensation and property

1. Review bid specifications, oversee the analysis of bids, and recommend action to the City Council
2. Supervise implementation of policies, processing of adjustments, renewals, policy changes and claims problems
3. Remain informed of changes in State law that may affect insurance policies
4. Recognize potential legal liability for the City resulting from City policies or practices and recommend actions to control or minimize the potential liability of such activities.

K. Supervise maintenance of a fixed asset system which insures that all City property is properly controlled and insured.

L. Supervise City's Utility Programs

1. Perform periodic analysis of utility rates to assure that receipts adequately cover costs of the utility and that financial stability is maintained.

M. Oversee Assessing Functions.

1. Supervise the annual assessment process, provide direction as needed

Finance Director

2. Work with assessing admin to set public hearings and prepare needed documents for the hearing.
3. Maintain relationship with Hennepin County Assessors, review contractual relationship, schedule appropriate public meetings

N. Administer various grants from the State and Federal Governments for specified purposes.

O. Oversees the data processing operation to assure the proper coordination with other departments and to evaluate the informational services being provided.

P. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, develops, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

1. Determines work procedures, prepares work schedules, and expedites workflow studies and standardizes procedures to improve efficiency and effectiveness of operations.
2. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
3. Maintains harmony among workers and resolves grievances; assists subordinates in performing duties; corrects errors and complaints.
4. Periodically reviews the position description of finance and administration employees to ensure accuracy.
5. Performs timely performance evaluations of finance employees.

Q. Perform communication activities.

1. Receive and resolve complaints from public.
2. Authorize/release information.
3. Provide public/user notification.
4. Attend meetings, classes, and seminars.
5. Deliver presentations (formal and informal) including television, radio, and newspaper interviews.

OTHER DUTIES

Serve as Acting City Manager in absence of City Manager and Assistant City Manager
Performs other related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, finance, business, or public administration.
- Considerable finance/accounting experience including 5 years governmental accounting experience and 2 years supervisory experience or equivalent.
- Must have worked with or supervised basic data processing operations and applications in a local government setting.

DESIRABLE QUALIFICATIONS:

- C.P.A. or Master's degree in accounting, finance, or business.
- Previous experience as an assistant or finance director.
- Experience with tax increment financing
- Experience using Microsoft Office software
- Experience with Springbook Finance software

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the principles and practices of governmental fund accounting and financial statement preparation as defined by the Financial Accounting Standards Board, the Government Finance Officers Association of the United States and Canada, the American Institute of Certified Public Accountants and the Minnesota State Auditors Office.
- Knowledge of City ordinances, State law, Federal regulations and other legal requirements governing municipal operations.
- Knowledge of current computer technology including software, hardware and applications.
- Knowledge of procedures and practices for the administration of numerous state and federal grants, both general purpose and specific.
- Knowledge of the procedures and practices of the insurance industry for both the City and employee benefits programs.

Revised: February 22, 2017