**TOWN OF DUNDEE**DEPARTMENT OF HUMAN RESOURCES

Position Description

**POSITION TITLE:** Finance Director

**DEPARTMENT:** Finance Department

**REPORTS TO:** Town Manager

**SALARY RANGE: $**50,000 - $60,000

**HOURS PER WEEK:** 40.00 hours

**EXEMPT STATUS:** Exempt

**BENEFIT ELIGIBLITY:** Paid Time Off (Vacation, Sick, Personal, Holiday)  
 401(a) Retirement Program with Employer Match  
 100% Employer Paid Health, Dental, Vision Insurance

**JOB SUMMARY**

This position directs and supervises the accounting, accounts payable, financial reporting, utility billing and budget functions of the Department of Finance & Administration. Specifically, this position has direct responsibility for town-wide financial forecasting, budget development and monitoring, financial accounting and reporting, and administration of the Town’s debt program. This position also insures town-wide compliance with state laws, federal regulations, Town Commission policies and pertinent accounting standards, methods, policies and procedures. This position is a key member of the Town management team and is responsible for analyzing all aspects of town finances and providing advice, recommendations and options to the Town Manager, department management and staff in other town departments, and the Town Commission.

**ESSENTIAL DUTIES**

Relating to Financial Administration, Accounting and Reporting:

* Supervise and manage Finance staff including planning, scheduling and assigning work related to preparation of the general ledger, accounts payable and budget preparation. Instruct and train employees on a variety of computer applications, proper procedures and policies on technical accounting issues.
* Confer with and counsel subordinate staff to exchange information and/or explain work policies, procedures and guidelines, identify work related problems and formulate possible solutions.
* Ensure that the Town’s financial accounting reporting is in accordance with Generally Accepted Accounting Practices (GAAP) and that the Town’s financial operations conform to pertinent regulations, standards and guidelines.
* Establish town-wide uniform policies in financial procedures, fiscal reporting, accounting methods, budget preparation and debt administration.
* Oversee design, selection and implementation of all manual and automated systems for the Town’s centralized financial systems.
* Supervise and direct the preparation of all required town, county, state and federal financial reports, budgets, financial analysis and studies of revenues, expenditures, assets, liabilities and equities; oversee development of the Town’s audited annual financial statements.
* Assure accurate and timely preparation of monthly, annual and other routine or special purpose reports.
* Provide advice, counsel and direction to all department heads and staff to the extent necessary to ensure effective administration and implementation of approved fiscal policies, plans and programs.
* Coordinate the annual audit, review draft reports prior to finalizing the audit, prepare written response to audit findings and oversee implementation of necessary corrective action to address audit findings.
* Administer the Town’s bonding program including working with bond consultants and attorneys for coordination of annual bonding plan; representing department at bid opening and closing on bond sales; reviewing official statement, initial resolution and awarding resolution for accuracy.
* Develop and maintain annual and long-term debt management plan that is in accordance with federal, state and town regulations and that provides a consistent source of funds for capital improvements.
* Conduct financial impact analyses and prepare fiscal notes as required on leases, contracts, resolutions and make recommendations for approval and/or changes to leases, contracts, etc.
* Present oral or written recommendations to the Town Manager, Town Commission and others in a clear and concise manner.

Budget Monitoring and Reporting:

* Monitor department budgets on a monthly basis to ensure departments are operating within budgeted levels as approved by the Commission and consistent with budget policies and procedures.
* Develop budget monitoring reports and present to Town Manager and Commission as required.
* Develop and implement procedures to identify emerging budget issues, revenue shortfalls or expenditure overruns by departments.
* Advise the Town Manager as required on emerging budget issues and develop options for resolution.
* Assist departments in preparing budget transfers consistent with policy and operating budget guidelines.
* Review budget transfers to ensure compliance with policy and operating budget guidelines.
* Work with department managers and staff in other departments to understand financial and budgetary issues and monitor revenue and expenditure status.

Town Budget Development:

* Assist the Town Manager with development of annual Town budget, including: developing timeframes and budget forms; analyzing/reviewing other department’s budgets for accuracy; assisting departments with budget preparation; preparing non-finance department budgets as needed; making recommendations as member of Town Executive Budget Team; reviewing tax apportionment.
* Report revenue and expense projections to management for annual budget and long-term planning purposes explaining the data analysis, assumptions and factual information impacting the projections.
* Assist with the development of key budget assumptions including state and federal revenue projections, cost-to-continue increases and equalized value projections.
* Analyze department revenue projections and 12-month revenue and expenditure estimates to ensure realistic budget projections when developing the annual Town budget.
* Assist with the development of budget policies including the appropriate level of fund balance, taxing levels and long-term debt options.
* Make presentations to the Town Manager and the Town Commission related to budget provisions and financial assumptions and projections as required.
* Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

Education & Experience:

Bachelor’s Degree in Accounting, Government Administration, or Finance, plus three (3) years progressively responsible accounting experience including supervisory experience in a governmental environment; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**KNOWLEDGE, SKILLS & ABILITIES**

* Considerable knowledge of principles and practices of governmental accounting and budgeting.
* Considerable knowledge of Town/local government operations.
* Considerable knowledge of financial record keeping principles and techniques.
* Considerable knowledge of the principles and practices of effective management and supervision.
* Knowledge of and ability to utilize a computer and the required software.
* Considerable skill in preparing and analyzing complex reports, budgets and statements.
* Considerable skill in recommending, coordinating, implementing and maintaining financial information systems.
* Considerable skill in planning and directing the work of others.
* Considerable skill in presenting information and recommendations in a clear and concise manner.
* Ability to plan, administer and evaluate programs and projects.
* Ability to communicate effectively both orally and in writing.
* Ability to establish and maintain effective working relationships with staff and the public.
* Ability to work the required hours of the position.

**OTHER REQUIREMENTS**

* Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.
* Intermittent standing, walking and sitting.
* Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.
* Occasional bending, twisting, squatting, climbing, reaching, and grappling.
* Communicating orally in a clear manner.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

***I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.***

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Signature Date

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Print Name