

# TOWN OF DUNDEE

## DEPARTMENT OF HUMAN RESOURCES

### Position Description

<b>POSITION TITLE:</b>	Finance Director
<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	Town Manager
<b>SALARY RANGE:</b>	\$85,000 - \$110,000
<b>HOURS PER WEEK:</b>	Fulltime, Exempt

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### **JOB SUMMARY**

As a key member of the Executive Management team, the Finance Director reports to the Town Manager and acts as an advisor to departmental Directors regarding their financial plans and impact. The Finance Director is directly responsible for accounting, finance, budget, grant management, strategic financial planning, reporting, debt and treasury management, purchasing, revenue collections and annual audit. Additionally, this position oversees Customer Service (Utility Billing and Revenue Collections).

Directly supervises accounts payable clerk, and utility billing manager. Has the ability to structure the department to enhance the functional areas of finance focused on continuing professional growth from within.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and implement financial statistical measures and reports to evaluate the existing and future financial condition of the Town: oversee and prepare cost-benefit, statistical, economic, market and other analysis.
- Monitors state and federal legislative initiatives to analyze the effect of proposed legislation.
- Assists with planning, organizing, and directing activities related to the development, implementation, and oversight of the annual operating budget, fund accounts and capital improvement program.
- Oversee the cash management function, including banking relationships, through monitoring of cash flow and reconciliation of bank accounts.
- Directly supervise accounts receivable process, including preparation/reporting of 1099's.
- Present Monthly Fiscal reports to the Town Manager, Town Commission and the public concerning the financial, economic, and investment status of the Town.
- Approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Oversee continuous improvement of accounting and financial processes and development of the team with the goal to achieve best practices and optimal output.
- Develop and oversee accounting policies and procedures to meet current/future needs.
- Oversee the annual budget, revenue calculations, independent audit and Comprehensive Annual Financial Report (CAFR) and ensure compliance with current accounting standards and legal regulations.
- Ensure the Town follows Government Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), and the Town's Fiscal Policies Manual.
- Ensure office employees deliver the highest standard of teamwork and customer service. Provide coaching, guidance and support, and set professional and development plans to assist employees to reach their full potential through the performance management process.

### **EDUCATION, EXPERIENCE AND CERTIFICATIONS**

Bachelor's degree in public accounting, finance, business, or related field (master's degree preferred). Successful candidates should possess seven (7) years of relevant experience in progressively responsible

financial leadership roles, preferably in municipal government in a progressive and /or fast growth community. Must have experience in the management of staff.

**Preferred certifications/licenses for this position:**

Certified Public Accountant (CPA)

Certified Government Finance Officer (CGFO), and/or

Certified Public Manager (CPM).

The ideal candidate will be highly qualified and have a true passion for municipal financials, one with creativity to recognize potential revenue streams, establish solid financial policies and promote financial transparency to Town staff, Town Commission and the public. The selected individual will be able to collaborate with differing personalities and recognize strengths and weaknesses within teams and help to bridge gaps internally and externally.

To perform this position successfully, an individual must be able to perform these essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

**KNOWLEDGE, SKILLS & ABILITIES**

- Must have considerable knowledge of generally accepted accounting principles, municipal government recommended practices and policies, rules and regulatory requirements.
- Knowledge of cash management, general accounting, financial reporting, and general ledger systems.
- Knowledge and comprehension of purchasing practices in compliance with local, state and federal regulations.
- Excellent skills in leadership, mentoring, and coaching assigned employees: commit to the creation of a departmental culture built on mutual respect, trust, accountability, teamwork, and transparency.
- Experience with budget preparations, controls and ledger requirements and practices.
- Experience with economic development and incentives, and revenue and utility collections.
- Strong negotiating skills and ability to assess complex proposals and contracts.
- Excellent written and oral communication skills, including good interpersonal skills.
- Proficiency in use of personal computers, with experience using Microsoft Office Suite and accounting and financial software.
- Experience with Edmunds Software.
- Understanding, interpreting and application of principles, law, ordinances, policies, and procedures involved in management and administrative functions, as well as the ability to analyze data and make sound conclusions.
- Ability to speak and deal tactfully and effectively in high pressure situations.
- Ability to establish and maintain cooperative working relationships with Town employees, department directors, officials, and representatives from the local, state, and Federal agencies.
- High level of integrity and dependability with a strong sense of urgency and orientation results.
- Ability to apply common sense in support of decisions.
- A collaborative and flexible style, with a strong service mentality.
- Capable of managing complex spreadsheets that provide end-users with data sufficient to make informed decisions.
- Effective communicator with strong oral and written skills and a willingness to share information.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

*In a typical work setting, Finance Director:*

### **Interpersonal Relationships**

The ideal candidate will ensure the highest level of financial accountability and transparency to the Town, Town Commissioners and residents, and will maintain and encourage the highest ethical standards throughout the department.

### **Hours/Travel**

Typically, a standard Monday-Friday 40-hour week will work but may be required to work evenings or weekends to meet deadlines or for special projects/assignments. Some remote work may be permitted with advanced notice and approvals.

### **Benefits**

Paid time off (Vacation, sick, personal, holiday) 401a Retirement Program with Employer match, 100% Employer paid Health, dental and vision.

### **Physical demands and Work conditions**

Works indoors and outdoors and in proximity of others, in an open-office setting with other finance staff. May travel by foot or vehicle to other city buildings. Frequently required to sit, stand at computer while using hands, arms, and fingers to reach and input data in systems. May lift and move boxes weigh up to 25 pounds.

### **Disaster Service Workers Clause**

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employees may be assigned to direct and/or assist rescue workers/initiatives. Such assignments may be assigned in locations and at times, with duties that are significantly different from the “normal” work assignments and may continue through the recovery phase of the emergency

*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.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name