

CITY OF BLANCO JOB DESCRIPTION

JOB TITLE: Finance Director

DEPARTMENT: Finance Department

FLSA STATUS: Exempt

EFFECTIVE DATE: April 27, 2022

JOB SUMMARY:

Under general administrative direction of the City Administrator, responsible for all financial and operational activities of the City related to accounting, data processing, accounts payable, payroll, purchasing, cash management, and related work as required. In addition, this position may also be in charge of Human Resource activities, to include providing guidance to all staff members on personal areas of concern, hiring, discipline and termination. Is also responsible for the maintenance and security of personnel files.

ESSENTIAL JOB FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Must be proficient in Governmental Accounting Standards Board (GASB) pronouncements, Generally Accepted Accounting Principles (GAAP), Governmental Accounting, Auditing, and Financial Reporting (GAAFR), and Statements of Auditing Standards (SAS);

Manages all financial operations of the City under the general guidance of the City Administrator in accordance with local, state, and federal mandates/ Records and maintains records of all fixed assets. Establish, monitor and revise finance and accounting policies and procedures;

Serve as Budget Officer when preparing the City's annual budget under the general direction of the City Administrator. Works with the City Secretary to ensure all required public notices are published in the newspaper of record for the budget;

Monitor budgeted general ledger accounts for all City departments, grant programs, depository agreements and pledged security transactions with financial institutions. Analyze and reconcile all general ledger accounts on a regular basis. Monitor and record information pertaining to ad valorem taxes and City debt service;

Prepare monthly and annual financial reports in compliance with established governmental accounting principles;

Serve as an internal auditor of the City, bringing any concerns of purchases or budget overages to the Department Director and City Administrator. Directs financial operations by monitoring and revising internal controls;

Must be able to draft a Comprehensive Annual Financial Report (CAFR) in compliance with Government Finance Officers Association of the United States and Canada (GFOA) Program requirements for a Certificate of Achievement for Excellence in Financial Reporting;

Coordinate and assist external auditors for preparation and publication of the City's annual Comprehensive Annual Financial Report (CAFR) and prepares the statistical schedules for the Report (CAFR);

Prepares and presents to the City Administrator and City Council the Comprehensive Annual Financial Report (CAFR) in compliance with Government Finance Officers Association of the United States and Canada (GFOA) Program;

Ensure that subordinate personnel are adequately trained in all aspects of their jobs, to include the proper use of office equipment. Shall conduct annual performance evaluation on subordinate staff. Must counsel, perform corrective action or disciplinary action on subordinate staff when necessary;

Serves as an Investment Officer for the City and monitor all investment and cash management transactions. Establishes and directs fiscal policies to include investment policies under the direction of the City Administrator. Discusses and advises the City Administrator on financial matters of the City;

Effectively represents the City to the business community, residents, other governmental entities, and the media;

Ensures that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures from the City Council and City Administrator. Effectively communicates with elected and appointed officials, supervisors, subordinates, peers, business representatives, the general public, and the media in person, in writing, and by telephone;

Answer inquiries from public and city officials regarding ordinances and status of financial City Council communications. Must use tact, diplomacy, discretion and stay professional at all times. Read, write and understand written instructions, reports, documents, and plans;

Must possess a working knowledge of general office equipment, procedures, and operations. Shall conduct workplace and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken;

Sit for extended periods of time writing reports, correspondence, ordinances and compiling statistical data on computers. Shall read and analyze difficult source documents and plans. Must have a knowledge of city codes. Shall be able to read, write, and converse fluently in English;

Work a flexible schedule, to include evenings hours, weekends, and holidays as directed by the City Administrator. Shall have the ability to attend work regularly and predictably. Must have the ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace; and

Must be able to work closely with others as part of a team. Must not pose a threat to the health and safety of self or others;

Participates in development and implementation of City's Emergency Management program. Will assume the Finance Section Chief role during critical incidents. Shall complete Federal Emergency Management Administration (FEMA) Incident Management training as directed by the City Administrator;

Responsible for all aspects of Human Resource activities, to include providing guidance to all staff members on personal areas of concern, hiring, discipline and termination. Is also responsible for the maintenance and security of personnel files and records;

Monitors hiring process to ensure all hiring, discipline and terminations complies with the Blanco Personnel Manual. Ensures all written documentation for counseling, requests for discipline, discipline, appeals from discipline, suspensions and terminations are in compliance with State and Federal laws.

Ensures the City complies with all aspects of Title VII of the Civil Rights Act of 1964, as amended, protecting employees and job applicants from employment discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. Also ensures, in compliance with Title VII, that employees are not retaliated against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination or lawsuit;

Makes recommendations on providing reasonable accommodations for applicants and employees for religious practices, pregnancies, and disabilities. Once approved and agreed upon, ensures Department Directors are briefed and accommodate the employee accordingly;

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Must be able to use, telephone, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point and a working knowledge of Access. Proficient in the City's financial management software.

JOB REQUIRMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent years of experience.
Experience	Minimum of five years' experience in governmental accounting principles.
Supervision	This position does not directly supervise personnel, but does provide guidance, coaching and direction to all staff members.
Human Collaboration Skills	Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Position has major fiscal responsibility. Is responsible for City-wide financial recommendations and decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as directed by the City Administrator.

Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program.

PRIMARY WORK LOCATION

Office Environment	X	Vehicle	
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Signature – Review

I have reviewed this job description and find it to be an accurate description of the demands of this position.

_____ Employee Name	_____ Signature of Employee	_____ Date
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_____ City Administrator Name	_____ Signature of City Administrator	_____ Date
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This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned to this position. The Finance/Human Resource Director is responsible for all other duties as assigned by the City Administrator. This job description is subject to change as the needs and requirements of the job change.