



City of Balcones Heights Job Description

Job Title: Finance Director

EEOC Category: Professional

FLSA: Exempt

Revised Date: 04/2020

Summary

The Finance Director oversees and coordinates all activities and functions of finance to include general ledger, financial reporting, fixed assets, capital projects, taxes, purchasing, receivables and payables.

Essential Job Functions:

- Prepares City Council presentations relating to financials, accounting, investment, budgets, taxes and accounts payables
- Coordinates preparation of City Budget along with necessary tax notices and calculation of the tax rate
- Records, classifies, and summarizes financial transactions and events in accordance with Generally Accepted Accounting Principles (GAAP)
- Reconciles sub-ledgers to the general ledger and resolves differences
- Responsible for the preparation of the City's Comprehensive Annual Financial Report
- Prepares and reviews filings required by other governmental agencies to ensure compliance with Federal, State and local regulations
- Invest and monitor the City's financial assets in accordance with the City's Investment Policy and State Law
- Participates in the special studies and projects as recommended by City Council and City Administrator
- Establishes, maintains and drives continuous improvement of internal accounting and administrative controls for safeguarding of the City's assets
- Establishes and ensures compliance with the City's financial policies and procedures
- Directs timely month-end and year-end closing processes of financial information
- Coordinates and develops quarterly and annual financial reports, to include the City's Comprehensive Annual Financial Report and Single Audit if required, in compliance with the governmental accounting and auditing and financial reporting standards
- Coordinates and develops monthly financial reporting, monthly and quarterly regulatory filings and reporting, and other required management reports
- Coordinates audits, to include the annual audit, and develops and schedules outside auditor activities
- Acts as a resource to and liaison between City Departments providing technical guidance and direction
- Coordinates the completion of accounting projects as directed by the City Administrator

- Coordinates the duties and responsibilities of the finance department to include accounting of receivables, accounts payable, purchasing, payroll, taxes, and audits to ensure efficiency
- Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established City of Balcones Heights policies, procedures, and guidelines
- Coordinates and assists in the preparation of the City's operating and capital budgets
- Assists in Grant applications providing financial monitoring, recording and reporting
- Coordinates the duties and responsibilities of human resources support of pre-employment processing, new hire onboarding processes and continued support of employee queries for resolution
- Maintain and update employees' personnel records on file
- Prepares payroll change forms for further processing of payroll changes to include promotions, demotions, certifications, and other changes to pay
- Coordinates with departments for proper management and inventory of City's fixed assets
- Coordinates with administrator, departments and finance committee to review and identify, financials, budgets and capital project funding
- Reviews city contracts for accuracy, adjustments, renewals or termination
- Coordinates for submission of Request for Proposal and or Qualifications
- Maintains Finance Department website with updated reports and information
- Performs other assignments and special projects as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of theory, principles, and practices of general accounting, including GAAP guidelines
- Knowledge of principles and practices of financial record keeping
- Knowledge of principles, practices, and methods used in the development of financial reports
- Knowledge of budget preparation and administration
- Knowledge of banking procedures, practices, and methods
- Skill in operating a calculator or ten key adding machines
- Skill in operating a personal computer and utilizing software applications
- Ability to communicate clearly and effectively, both verbally and in writing
- Ability to develop and present clear and concise written reports
- Ability to analyze and evaluate accounting problems
- Ability to establish and maintain effective working relationships with City staff and the general public
- Ability to read and interpret complex financial accounting documents

Education and Experience:

- Bachelor's Degree from an accredited college or university with major coursework in Accounting;
- Municipal government accounting experience preferred

Physical Demands and Working Conditions:

- Ability to lift up to 20 lbs.
- Visual acuity, speech and hearing; hand/eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment
- Subject to sitting and standing to perform the essential functions
- Must be able to pass a drug and/or alcohol screen
- Working conditions are in an office environment

Licenses or Certificates:

- Valid Class “C” Texas Driver’s License

NOTE: This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date _____