



**CITY MANAGER**

Elaine Leven

**CITY CLERK**

Cynthia Greenia

# City of Fraser

CENTENNIAL COMMUNITY

**MAYOR**

Michael Carnegie

**MAYOR PRO-TEM**

Patrice M. Schornak

**COUNCIL**

Amy Baranski

Kathy Blanke

Suzanne Kalka

Patrick O'Dell

Dana Sutherland

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## ***JOB DESCRIPTION – FINANCE DIRECTOR***

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**Salary/Hourly Rate:** \$75,000-\$90,000

**Benefits:** 401A, Dental, Vision, Life Insurance, PTO

**Employment Type:** Full-time

**Department:** Finance Department

**Supervised by:** City Manager

**Position Summary:** Under the direction of the City Manager, plans, organizes and directs the administration and management of the Finance Department; serves as City Treasurer; coordinates the activities relating to accounting, fiscal reporting, debt management, all treasury functions including cash management, investments; oversees utility billing; participates in preparing financial analyses and reports; expert professional assistance and support to City management on financial, accounting, financing, and related matters. Exercises independent judgment and initiative in representing the Department within assigned areas of fiscal and management functions.

**Essential Job Functions:**

- Directs overall Finance operations, implementing and administering programs, policies, and procedures.
- Responsible for all required duties of the City Treasurer, including tax billing, disbursement, reconciliation, and reporting.
- Responsible for all bank activity online and bank reconciliations, investment report, wire transfers for pension contributions, state taxes, etc.
- Balance and posting of cash/checks for all department receipts.
- Attends regular, special city council, and other meetings as necessary, representing the Finance Department.
- Sets forth desired objectives, develops procedures, and proposes changes in existing methods.
- Plans, organizes, and directs fiscal and management control functions.
- Responsible for the preparation of the monthly and annual financial reports.

- Directs and participates in management studies, and reports on complex financial analysis and organizational and administrative policies.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Oversees preparation of the annual financial audit(s) of the City; monitors, participates in resolving audit issues; reviews drafts for accuracy; follows up and reports on implementation of auditor findings.
- Oversees bi-weekly/monthly payrolls, direct deposits for payroll, ICMA, and federal taxes.
- Works in conjunction with the City Manager on the preparation of the City Budget.
- Maintains a variety of records and prepares related reports as required by various state, city, and cooperative organizations.
- Processes and reviews delinquent personal property payments and NSF checks.
- Performs other duties, as needed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

Requirements include the following:

- Thorough knowledge of accounting and financial planning and financial management principles and practices.
- Ability to make prompt decisions on complex matters and make evaluations concerning day to day operations.
- Ability to perform or supervise the performance of a variety of projects, receive unexpected top priority assignments and solve interpersonal or procedural problems simultaneously amidst frequent interruptions.
- Ability to resolve complex problems which require the evaluation of alternative methods or solutions.
- Ability to set objectives, delegate, and prioritize workflow in such a way that the overall mission and/or goals of the Department are met.
- Ability to solicit cooperation from persons and departments throughout the City.
- Ability to plan, organize, supervise, and review the work of subordinate employees/supervisors.
- Skills and abilities in written and oral communication sufficient to handle sensitive projects and problems.
- Develop strong working relationships with divergent groups and communicate technical and philosophical concepts to lay persons.

**Education:** Possession of a Bachelor's degree in finance/accounting, public administration, or business administration.