

CITY OF REDWOOD FALLS POSITION DESCRIPTION		
Finance Director		
DEPARTMENT/DIVISION: Finance	SUPERVISOR: City Administrator	LOCATION: City Hall
CLASSIFICATION: Full-Time, Non-Union, Non-Exempt		DATE: June, 2021

SUMMARY OF POSITION:

Serves as the City's chief financial officer and is responsible for planning, directing and administering all financial activities for the City. Performs complex professional work under the direction of the City Administrator. Duties include but are not limited to management of all accounting functions, budgeting, investments, audit coordination, project management and providing assistance to the City Administrator and City Council on long-term financial planning and related matters. Responsible for the management and implementation of the City Council finance goals and vision. Guides development of strategic plans to accomplish the vision and goals of the City, and assists managing department and organization employees' workflow, processes and policies to maintain highly effective and efficient fiscal practices within the City organization. Serves as part of the overall senior management team to ensure effective integration of departmental functions and overall City operations.

STATEMENT OF TASKS:

1. Advise, interpret, and inform the City Administrator, City Council, Department Heads and other officials regarding City financial matters. Implement and assist the City Administrator in developing and implementing policies and procedures to maximize the City's fiscal management practices which also complies with accounting standards, State and Federal statutes and case law.
2. Maintain, evaluate and improve as necessary, an accounting system in accordance with the City's needs and all applicable regulations. Establish and maintain a proper system of accounting practices, fiscal and internal controls. Supervise all postings to general ledger including but not limited to payroll, accounts payable, accounts receivable, inventory, cash collections, utility billing, special assessment rolls and fixed asset functions.
3. Lead the preparation of the City budget, capital improvement plan and long-term financial plans. This includes developing, maintaining, integrating and forecasting the City's capital assets management, acquisitions, retention and dissolution with all departments and within the City's long-term capital improvement/maintenance plan.
4. Prepare budget presentation for any required public budget and/or tax hearings. Analyze rate changes for utilities and general services as required. Submit complete financial report to State and various other agencies as required.
5. Manage the City's property and casualty insurance coverages, maintain capital assets inventory for coverage and auditing purposes, and coordinate claims management with the City's insurance provider.
6. Coordinate annual audit process and prepare or supervise preparation of all required reporting and analysis. Inform senior management team of required corrective action as determined during audit processes. Submit complete financial report to State Auditor's Office and various other agencies as required.

7. Prepare short and long-term investment strategies; manage investment portfolio; maintain existing relationships with financial institutions and establish new relationships. Design and supervise a system of investments that assures all idle cash is invested in a manner to protect investment principal and maximize investment yields.
8. Maintain a system of financial control and debt management to protect the financial condition of the City and its various operations. Assist financial advisor and bond counsel on new debt issuances. Ensure that all debt issuances are adequately funded by tax levies, special assessments or other sources of revenue.
9. Responsible for establishing, implementing and managing the City's finance software and related systems, process and policies.
10. Coordinate with outside bond counsel on tax increment and bonding issuances for development projects and other long-term financial planning issues. Manage tax increment finance projects including required reporting.
11. Administer various grant programs from the State and Federal government including filing of required reports to access funds and close-out grants.
12. Responsible for and oversee Finance Department personnel and direct employee hiring, promotions, discharge, assignment, reward, and discipline of employees in the Finance Department.
13. Supervise and/or prepare various reports including but not limited to; budget and special reports and analysis to City Administrator, City Council and department supervisors as required. Prepare miscellaneous reports and surveys to various State and Federal agencies or outside organizations or agencies. Perform research, conduct analysis, determine scope, prepare reports and make recommendations on special issues as necessary.
14. Work on special projects as assigned by the City Administrator where appropriate with other City management team members. This may include development of efficient workflow and transaction recording, audit process changes, information compilation and analysis, software processes, integrations and implementations, cash and asset management practices, fiscal analyses, budget development and internal audits.
15. Perform any other duties as may be assigned.

REQUIREMENTS:

Bachelor's degree in public financing or accounting, business or public administration, or related field, with five years of responsible, progressive financial accounting or public finance management experience including supervisory responsibility, demonstrated ability in all municipal financing and proper accounting procedures, demonstrated ability to effectively communicate verbally and in written form, and demonstrated ability as an effective supervisor, or any equivalent combination of formal preparation or substantial experience which provides the requisite knowledge and abilities for this position. A master's degree or C.P.A. are preferred.

Strong verbal and written communication skills required. Strong organizational skills and ability to manage several administrative and customer service duties simultaneously required.

In this position it is necessary to be able to handle and prioritize multiple tasks and meet tight deadlines. Ability to work well with the public and all employees and have knowledge of modern technology, practices and procedures.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools or controls and reach with hands and arms.

The employee must be able to lift and or move varying amounts of weight (up to 25 lbs. or more). Specific vision abilities required by the job include close vision and the ability to adjust focus. Must be able to kneel, bend at waist and work in a standard position for a period of time. Must be able to climb stairs as well as perform repetitive and simultaneous duties with hands, wrist and fingers is required.

Must be capable of comprehending and receiving and giving instructions through verbal and written means.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

This position requires the use of a personal vehicle or City vehicle while conducting City business. Individuals must be physically capable of operating the vehicles safely and must possess an appropriate, valid Minnesota Driver's License.

PAY GRADE: 12

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