

POSITION DESCRIPTION

Class Title: Finance Director
FLSA: Exempt

Date: 05/22

**Finance Director
Finance Department**

SUMMARY:

The Finance Director, under general supervision, performs highly advanced management activities and professional work by providing direction and oversight in strategic operations and planning for Finance. In addition, the Finance Director is responsible for establishing the strategic plan, goals, objectives, and policies related to the Finance Department's functions. This position oversees the city's revenues, expenditures, cash and investments, debt, accounting, tax collection, and vehicle registration functions.

SUPERVISION RECEIVED:

Direct supervision is received from the City Administrator, although considerable independent judgment is exercised in performing the daily functions of the position.

SUPERVISION EXERCISED:

Exercises supervision over the following positions: Tax Collector, Deputy Tax Collector, Accounts Payable Specialist, Payroll Specialist, and Customer Service Representatives.

COMPETENCIES:

Detail Oriented	Analytical Skills
Customer Service	Ethical Practice

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Establishes strategic plans, goals and objectives for the department ensuring strategic plans support the city’s mission, goals, and objectives.
2. Manages all functions and aspects of the Finance Department including accounts payable, cash management, and accounts receivable.
3. Works with the Budget Director regarding existing internal control procedures and assures that state and national standard accounting procedures are maintained.

4. Reviews and approves the posting and reconciliation of ledgers and accounts on a monthly or quarterly basis as entered by the Budget Director.
5. Manages the City's financial resources, and partners with the Budget Director to increase revenues through investment of available Fund Balance.
6. Oversees utility and other billings for both Ambulance and the Water Resource Recovery Department. Manages the relationship with the City's utility bill pay software.
7. Optimizes and streamlines merchant services for electronic payments.
8. Oversees accounts payable processing.
9. Oversees accounts receivable and tax payment processing.
10. Oversees payroll processing and is the backup for payroll.
11. Reviews bi-weekly payroll for accuracy and applies tax accounting principles.
12. Works with the Assessing Department and Budget Director to implement the annual Tax Commitment and reconcile all related reports.
13. Manages processes related to P-Cards, ACI, and vendor discounts.
14. Provides leadership within the Finance department, including teamwork performance, quality assurance monitoring, coaching, mentoring, and training for all direct reports.
15. Prepares an annual list of personal property tax accounts that require Council action for write off.
16. Prepares quarterly list of receivable write-offs.
17. Works with Tax Collector on foreclosure process, including assembling required information for Council to Review.
18. Reviews city financial operations on a daily and monthly basis.
19. Issues the City's annually approved Capital Financing for vehicles and equipment and issues bonded debt as approved by Council and the voters.
20. Performs other duties, as assigned

NECESSARY KNOWLEDGE, SKILLS, & ABILITIES:

1. Extensive knowledge of modern governmental accounting theory, principles, and practice.
2. Considerable knowledge of internal procedures and management information systems.
3. Advanced Excel skills – ability to apply advanced Excel functions or manipulate existing functions to operate complex spreadsheet reporting
4. Advanced knowledge of the municipal ERP MUNIS
5. Considerable knowledge of accounts payable functions.
6. Knowledge of lien processing and collection practices.
7. Knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
8. Ability to maintain efficient and effective financial systems and procedures.
9. Ability to plan, assign and supervise the work of subordinates.

10. Ability to establish and maintain effective working relationship with employees, City officials, and the general public.
11. Ability to communicate well both orally and in writing.

OTHER DUTIES:

This job description is not a complete listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in accounting, finance, business, public administration, or a closely related field, and five (5) years of progressively responsible finance experience, preferably municipal finance. Advanced degree in Accounting or Business Administration preferred. Certified public accountant, certified internal auditor, or other equivalent certification preferred.

TOOLS & EQUIPMENT USED:

Candidate must demonstrate considerable knowledge on the usage, manipulation, and development of electronic documents in Microsoft Office Word, Excel, and Power Point. Experience using payroll software is preferred.

PHYSICAL DEMANDS:

Must be physically able to operate a variety of automated office machines including computers, printers, fax machines, copiers, calculators, telephones, typewriters, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with limitations to perform the essential functions. The noise level and the work environment are typical for a business office.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Employment application, letter of intent, and a resume are required for all external applicants. Candidates will be interviewed as applicable, subject to a reference checking process and ranked according to education, experience, job knowledge, and skills as related to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EQUAL OPPORTUNITY EMPLOYER:

The City of Saco is strongly committed to diversity in its work force. We are an equal employment opportunity employer. All qualified applicants will be considered regardless of ethnicity, nationality, gender, veteran or disability status, religion, age, gender orientation or other protected status.

APPLICATION PROCESS:

A complete application will include the completed employment application, letter of intent, resume, and references. Please contact Human Resources Department with any questions at (207)710-5037. Email applications may be submitted to HR@sacomaine.org.