

## POSITION DESCRIPTION

**Position:** Finance Director/Treasurer  
**Supervised By:** City Manager  
**Supervises:** None generally; may exercise supervision over temporary or other staff, as assigned  
**FLSA Status:** Exempt  
**Status:** Full Time, At-Will

### **General Summary**

Under the general supervision of the City Manager, this position serves plans and directs the financial and treasury functions of the City. Ensures accurate accounting of all City funds, monitors expenditures, collects taxes and other receivables, and oversees accounts payable, accounts receivable, and property taxes. Assists the Manager in the development and administration of the City Council approved budget. Coordinates the annual audit.

### **Essential Duties and Responsibilities**

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, City directives, and legal requirements.
2. Maintains all financial records and monitors all accounts of the City, Local Development Finance Authority (LDFA), and Downtown Development Authority (DDA). Plans, organizes and administers the financial activities of the City, LDFA, and DDA in accordance with accepted fiscal practices and local, state and federal regulations.
3. Participates in the development and administration of the City, LDFA, and DDA budgets. Works with other City departments in developing budget requests and revenue and expense projections. Prepares and presents departmental budget requests and provides expertise on accounting and reporting procedures and City fiscal policies. Coordinates any needed budget amendments or transfers as needed
4. Maintains and monitors all City, LDFA, and DDA accounts. Plans, organizes and performs financial accounting activities and prepares and submits required reports in accordance with accepted fiscal practices and federal, state and local regulations. Receives, records and processes invoices, and reconciles accounts.
5. Administers and monitors internal controls over cash receipts, fraud, and financial statement material misstatements.
6. Directs and administers all tasks associated with accounts payable and accounts receivable in accordance with accepted fiscal practices and City policies.
7. Oversees the year-end closing of financial records and general audit. Prepares year-end adjustments and schedules. Works with auditors to ensure accuracy of financial reporting. Plans and directs administrative staff regarding audit responsibilities. Provides documentation and analysis as needed.
8. Prepares Act 51, IFT, LDFA, DDA, Brownfield and other State and Federal reports as required.

9. Prepares and issues City tax bills, coordinating as necessary with City Assessor, to support accurate valuation and millage information. Oversees tax billings, collection of real and personal property taxes, special assessments, fees and other monies due to the City. Administers delinquencies, public notices, and bankruptcies as appropriate. Distributes tax money to appropriate accounts and balances tax rolls with all necessary agencies.
10. Responds to taxpayer inquiries in person or by phone and processes and resolves complaints. Explains taxation issues, investment practices, and the tax assessment and collection process. Responds to requests for information from City officials, financial institutions, title companies, realtors and other City administrators.
11. Manages the City's debt and user fees. Oversees the issuance, administration and repayment of bonds, installment agreements, real estate transactions, contracts, development agreements, licensing, State and Federal funding, and feasibility studies. Evaluates financial trends and fiscal status, performs cost analysis, and prepares and presents recommendations.
12. Coordinates grant programs with other City departments, supervised individual grant accounting and files as required by grantor agencies and auditors.
13. Performs cash management functions including managing cash flows, investment of municipal funds and banking liaison. Assures the balancing of all funds and reconciliation of all internal and bank accounts. Investigates and examines various investment options in order to achieve the objectives of the investment policy. Completes investment reporting.
14. Acts as departmental spokesperson and liaison to the public. Responds to public inquiries and investigates complaints. Establishes and maintains effective relationships with other departments, citizens, City officials, employees, and others.
15. Attends meetings, conducts research, compiles information, prepares reports, and completes special projects as assigned.
16. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
17. Oversees the work of contractors performing audit and assessing services.
18. Provides front counter support, as needed.
19. Performs other duties as assigned.

#### **Required Minimum Qualifications**

The successful candidate will have the following minimum education, experience, and certifications.

1. A bachelor's degree in accounting, finance, public administration, or a related field.
2. A minimum of five years of experience in accounting or financial management. Municipal experience is preferred.
3. Membership in the Michigan Government Finance Officers Association (MGFOA) or the ability to obtain membership is desired.
4. Designation as a Michigan Certified Professional Treasurer (MiCPT) through the Michigan Municipal Treasurers Association (MMTA), or the ability to obtain, is desired.
5. Certification as a Notary Public, or the ability to obtain, is required.

#### **Necessary Knowledge, Skills, and Abilities:**

The requirements listed below are representative of the knowledge, skills and abilities necessary to perform the essential functions of the position.

1. Knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, tax administration, and public fund investing.

2. Knowledge of the methods and techniques of bookkeeping, accounting, internal controls and financial reporting.
3. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
4. Skill in assembling and analyzing complex financial data, developing budgets, and preparing comprehensive and accurate reports.
5. Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forum.
6. Skill in the use of office equipment and technology, including computers, specialized financial systems (BS&A software modules), and other related software, and the ability to master new technologies.
7. Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines and changes in work priorities.
8. Ability to attend meetings outside of normal business hours, travel to other locations, and work extended hours as operational needs demand.
9. Ability to evaluate a variety of municipal financial services, analyze operating issues and establish internal policy and procedural recommendations.
10. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with co-workers, elected officials, the media, professional contacts, and the public.

#### **Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting with a controlled climate. The noise level in the work environment is usually quiet to moderate.

#### **Application**

The duties listed above are intended only as illustrations of the various types of work that may be performed. This Description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position 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.

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