



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	FINANCE DIRECTOR		
Department:	Finance		
Supervisor:	City Administrator		
Date:	February 2012	Position No.	FIN/1
FLSA Status:	Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for the management of city funds and related fiduciary control.

Job Scope:

The purpose of this position is to manage city funds and related fiduciary control. Successful performance ensures the efficient operation of the Finance Department and ensures the sound financial operations of the city government.

Essential Duties and Responsibilities:

1. Monitors cash fund balances on a daily basis; transfers funds between accounts as necessary.
2. Solicits bids for investment of city funds; ensures that deposits and investments are adequately collateralized; posts monthly interest accrued on investments.
3. Reconciles bank accounts to the General Ledger.
4. Wires all COP payments.
5. Makes bank deposits of monies collected on a daily basis.
6. Supervises and directs finance, accounting, and court collections staff; conducts daily staff meetings.
7. Assists City Administrator and consults with department heads to develop the annual city budget.
8. Calculates the city's tax rate levy based on assessed valuation received from the County Clerk's office; prepares tax rate forms and submits to state for verification and certification; prepares tax rate hearing notice for newspaper publication prior to City Council meeting; prepares worksheets allocating each fund's share of the property tax collection.
9. Prepares and submits staff W2 forms; electronically submits various payroll reports and remittances.

10. Reviews and approves invoices for payment; ensures that all receipts and expenditures are coded to proper accounts.
11. Prepares monthly financial statements, including revenue and expenditure reports, and distributes to City Administrator and department heads; publishes six-month financial statements in the local newspaper.
12. Assists department staff and department heads with resolving accounting and payroll issues.
13. Assists external auditors with the annual audit; prepares work papers, schedules, and spreadsheets to close out books at year-end; balances revenue accounts and compiles data for audit confirmation letters.
14. Balances all accounts and prepares balance sheet and expense statement at year-end.
15. Troubleshoots accounting software problems; requests technical support as needed; writes programs for report preparation.
16. Attends financial seminars, conferences, and meetings.
17. Supervises the operation of the Sedalia Municipal Court.
18. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Bachelor's degree in Accounting, finance, Public Administrator or related field from an accredited college
2. 3 years progressively responsible municipal finance supervisory experience or other related financial experience.
3. Experience with external reporting requirements such as Financial Statements, GASB, etc.
4. Knowledge of municipal government accounting practices and planning required
5. Missouri drivers license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of accounting, fund accounting, and municipal practices.
2. Knowledge of Generally Accepted Accounting Principles and Governmental Accounting Standards Board reporting systems.

3. Knowledge of finance and budget principles, practices, and standards.
4. Knowledge of city ordinances and city and department policies and procedures.
5. Knowledge of mathematics, statistics, economics, revenue trending, and forecasts.
6. Knowledge of debt and cash management.
7. Knowledge of state and local laws, regulations, and codes.
8. Knowledge of management and supervisory techniques.
9. Skill in planning, organizing, and directing work.
10. Skill in operating computers, government accounting software programs, and other standard office equipment.
11. Skill in interpreting state and local laws, regulations, and codes.
12. Skill in interpersonal relations.
13. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances, state rules and regulations,
2. Generally Accepted Accounting Principles, Governmental Accounting Standards Board policies, city and department policies and procedures, and IRS regulations.
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

Complexity:

The work consists of varied duties related to the management of city funds and related fiduciary control. The volume of work performed and frequent interruptions contribute to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees.
2. Bankers, accountants, state officials, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over the Collector, Accounting Technician, Court Clerk, and Accounting Clerk.

Physical Demands:

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

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.