

FINANCE DIRECTOR

NATURE OF WORK

This is highly responsible administrative and managerial work planning, organizing, and directing the activities of the Department of Finance and the long-range financial planning of the Village.

Work involves responsibility for planning, organizing, and directing all operations of the Department of Finance including budgeting; accounting and internal control; payroll; accounts payable and receivable; utility billing; debt management; collection, disbursement, and investment of all Village funds; and other fiscal activities. Work also includes long-range financial planning and analysis. Supervision is exercised over finance department personnel directly. Work is performed under the administrative direction of the Village Administrator and in compliance with federal, state, and Village laws, statutes, and ordinances. Work is reviewed through conferences and reports for overall program effectiveness.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Plans, organizes, and directs the management and administration of fiscal records in compliance with federal and state statutes and Village code.

Assists the Village Administrator with long-term strategic and financial planning; supervises, trains, directs, and evaluates department personnel, and monitors all activities and operations of the department; sets goals and objectives, and establishes guidelines for performance.

Develops systems, policies, and rules and regulations for transacting financial matters; directs general accounting activities and develops and maintains internal control systems.

Implements Village Board goals as they relate to the financial management program.

Prepares fiscal studies, income and expenditure estimates, cost/benefit analyses, and financial reports as requested by the Village Administrator and required by law.

Advises the Village Administrator, Mayor, Village Board, and other officials on budgetary and fiscal management; invests and accounts for the investment of Village funds.

Coordinates development of the annual budget; prepares ordinances to implement the budget, including tax levy ordinance; monitors budget performance; prepares the 5-year capital improvement program.

Coordinates all aspects of the annual audit.

Coordinates the various functions of the department with all other departments and other public agencies.

Attends Village Board and other meetings as required, and prepares items for Board action; attends meetings of local, regional, and state agencies to represent the interests of the Village.

Promotes and maintains responsive community relations.

Follows safe work practices.

OTHER JOB FUNCTIONS

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from a four-year college or university with major course work in accounting, finance, business, or related field; thorough experience in finance administration including a minimum of 5 years supervisory experience; an MPA/MBA or CPA is desirable; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills;

Thorough knowledge of the applicable laws and administrative policies governing municipal finance practice and procedure.

Thorough knowledge of principles and practices of municipal accounting.

Thorough knowledge of the principles and methods of organization, management, and supervision.

Considerable knowledge of data processing used in financial applications.

Ability to plan, organize, and direct comprehensive financial programs.

Ability to formulate and install accounting methods and procedures and ensure that these comply with federal, state, and local law.

Ability to prepare complex financial reports for presentation to experts and to the public.

Ability to establish and maintain effective working relationships with Village officials and the public.

Ability to assess needs, perform fiscal planning, target available resources, and implement effective programs.

Ability to provide informed financial advice to the Village Administrator, Mayor, Village Board, and the public.

PHYSICAL DEMANDS

The physical demands 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.

Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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