

ADMINISTRATIVE DEPARTMENT

JOB DESCRIPTION

TITLE: Director of Finance

DEPARTMENT: Administration

LOCATION: Montezuma, IA

POSITION REPORTS TO: Mayor & City Council

POSITION FUNCTION

Under general direction of the Council, directs and administers the activities of the Department of Finance. Functions as the primary advisor to the Mayor and Council with regard to financial affairs.

ESSENTIAL JOB RESPONSIBILITIES:

Prepare City budget including administration of departmental budget, annual budget entry into accounting system, certification with County Auditor and submission to Iowa Department of Management

Prepare and distribute regular financial reports to the City Council and department superintendents

Establish financial policies, procedures, controls and reporting systems to meet Iowa Code, state & federal guidelines and Council goals

Maintain knowledge of issues impacting local funding and develops and recommends changes in current operations and practices where applicable

Direct the data collection and reporting activities of the office including the completion of required reports for the State of Iowa such as the Annual Financial Report and Street Financial Report

Develop and deliver reports and presentations to the City Council and public groups concerning policies, projects and licensing issues

Invest City funds in accordance with established policy

Administers City's employee benefit insurance plans

Comply with annual audit and provide City's independent auditors with requested economic factor narratives, budget to actual differences and expenditure comparisons

Administer federal block grant programs such as Downtown Façade Revitalization Project and Sewer Rehab Project

Coordinate bonding process on behalf of the City; assess debt capacity, complete related proformas and correspond with bond counsel

Direct and administer the central accounting system for the City including pre-audits and other financial controls.

Manage capital projects including Capital Improvement Planning, supervise the performance and budget of said projects and report progress and issues to City Council;

Process building permits, facilitate communication with City Zoning Administrator;

Attend meetings, conferences and workshops;

Serve as department spokesperson and news media liaison

Provide continual analysis of City's financial state

Draft legal documents, agreements, contracts for review by City's General Counsel as necessary

PHYSICAL DEMANDS

Work performed primarily in an office environment. This job requires sitting for extended periods of time and the work may expose the employee to visual strain, unpleasant social situations, irregular work hours and significant work pace pressure.

QUALIFICATIONS

Requires Bachelor's degree in finance, accounting or related field with extensive experience in financial operations within a municipality; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all job duties and requirements.

The City of Montezuma reserves the right to change this job description at any time.

The City of Montezuma is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender