



CITY OF INGLESIDE JOB DESCRIPTION

Finance Director

Department:	Finance
FLSA Status:	Exempt
Effective Date:	05/13/2020
Pay Grade:	20

POSITION SUMMARY

Performs complex professional work planning, directing, coordinating, and supervising the operations of the department, preparing, and enforcing the budget ordinance, ensuring that regulations and procedures are followed, maintaining appropriate records and files, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Manager. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees City's fiscal operations; prepares annual operating budget; monitors expenditures in accordance with budget mandates.
- Assists in the development of the City's long-range goals and objectives and the development and implementation of policies and procedures.
- Interacts with department heads on projects, problem-solving, and decision making; advises on matters pertaining to fiscal control systems, expenditures, budget status and other financial areas to ensure fiscal compliance.
- Recruits and selects department personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.
- Oversee the administration of the City's investment portfolio including the preparation of forecasts and projections.
- Monitors the City's revenue streams including ad valorem taxes, sales taxes, and utility revenues.
- Oversees the maintenance of financial records, financial accounting systems and files. prepares detailed audit schedules; assists external auditors with annual audit.
- Assists with research and development of special projects including grants, economic incentives, contracts, events, and procurement.
- Attends City Council meetings and designated board meetings.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Under the direction of the City Manager

- Departmental Supervision

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – Bachelor's degree with coursework in accounting, business management, finance, or related field

Experience – Extensive experience in municipal finance administration, or equivalent combination of education and experience.

License or Certificate – Valid driver's license in the State of Texas.

Special Requirement - NONE

Required Education	Bachelor's Degree
Required Experience	Extensive Experience
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures.
- Comprehensive knowledge of the principles and practices of accounting and budgeting in government.
- Thorough knowledge of the principles and practices of a municipal purchasing system; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records.
- Ability to analyze financial data and prepare informative financial reports.
- Ability to plan, organize, direct, and evaluate the work of subordinate employees.
- Ability to establish and maintain effective working relationships with associates, local and governmental officials, and the public.

Admin.	Memos, letters, and reports
Supervision:	Departmental
Accounting:	All Aspects

PHYSICAL DEMANDS

The physical demands herein 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 these essential job functions.

- This work requires the occasional exertion of up to 25 pounds of force.
- Work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data.

Weight	10 lbs.
Environment	Mod. Noisy
Physical Activity	Moderate

- Work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date