



Job Title: Finance Director/Treasurer
Department: Finance
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 4/18/23 (Council Approval)

Accountability

Under the direction of the City Administrator and in compliance with State Statute and City Code.

Job Summary

Performs professional government accounting work as the appointed City Treasurer. Duties including but not limited to oversight of all aspects of the accounting and investment system; receipt and disbursement of City funds; development of long-rang capital improvements program; coordination of the short- and long-term debt financing program; preparation of bond issues and offerings; and comprehensive development, forecasting, adoption, and monitoring of the City's annual budget.

Essential Job Functions

Accounting/Investment System: Directs the maintenance and ongoing operation of the City's accounting system; performs and directs financial operations in sufficient detail to produce adequate cost, financial, and statistical data for management purposes to meet statutory requirements consistent with established and generally accepted accounting principles and practices; responsible for monthly accounting procedures including: revenue and all general ledger accounts, general ledger accruals and adjusting/closing entries, asset management and depreciation, and preparation of monthly financial reports, including balance sheets, operating statements, and cash flow reports; provides fiscal management in collection, control, security, disbursement, and investment of City funds; responsible for the check register of the City treasury, as well as maintenance and reconciling of all City bank accounts including: recording deposits/checks, making appropriate account transfers, monitoring CD's rate terms to ensure cash flow, monitoring bond/federal funds, reconciling bank accounts monthly for accuracy and against general ledger accounts, and sufficient City pledging as per state statute; develops and implements short- and long-range goals, objectives, policies, systems, procedures, and reports to ensure sound City-wide financial management practices; ensures proper financial management that will allow the opportunity to issue debt instruments; designs and implements various City-wide internal controls to ensure that all financial procedures are being followed, revenue collection procedures are within good business practices, and cash collection is accurate.

Payroll, Utilities Billing, & Accounts Payable/Receivable: Supervises all payroll procedures including preparation of payroll checks and benefit withholdings, employee leave balances, submittal of payroll tax deposits/deductions, and preparation and submittal of quarterly and end-of-year federal and state tax forms; supervises all functions of the utilities billing office including meter reading, printing/mailling of utility bills, outstanding bills collection and utility disconnects; supervises City asset inventory and depreciation schedule; supervises the accounts payable process for budgetary compliance and reviews claims report prior to consideration of the City Council; prepares monthly sales tax filings and annual 1099 reporting; supervises accounts receivable to ensure billings are sent out and appropriate payments recorded and balance with the general ledger accounts, and appropriate entries made for the write-off of delinquent accounts; and audits, approves, and certifies all claims against the City for payroll, goods, and services.

Budget Preparation & Annual Audit: Assists City Administrator and Mayor with budget analysis; prepares budget schedule including review and adoption dates; assists departments with projecting revenue estimates and expenditures; assists in preparing property tax requirement and levy; estimates cash on hand and ending cash balance; submits proposed budget requests to City Administrator and Mayor denoting proposed tax increases, and preparation of bond issues and offerings; coordinates interim financing for all City projects; prepares final budget for City Council approval; and prepares/submits all state budget forms; prepares state budget documents and fiscal notes for the Airport Authority; and performs and provides analytical analysis of financial results and assist in research and implementation of emerging issues. Secures a favorable post audit of City's financial records that will indicate conformance with generally accepted accounting principles; assists the auditor in preparation of the City's Comprehensive Annual Financial Report including preparation of the financial, introduction, and statistical sections. File audit with appropriate state and federal agencies, including the Municipal Securities Rulemaking Board; directs compilation of statements of current operating and capital outlay expenditures; and maintains retention of budgetary and audit records per State Statute.

Additional Duties and Responsibilities

Performs or supervises the duties for the Ex-Officio Treasurer for the Seward Airport Authority; assists with information for utility rate studies; assists with information for personnel comparability study; may be asked to attend City Council;

Personnel, Finance & Audit Committee; LB840, CRA; or meetings and other meetings as requested by the City Administrator; performs other duties as assigned.

Knowledge, Abilities and Skills

Knowledge of Generally Accepted Accounting Principles (GAAP), and Government Accounting Standards Board (GASB); principles and practices of municipal budgeting; project management procedures; research practices and techniques; record keeping methods; federal and state laws and regulations applicable to accounting/finance operations; computerized accounting software; financial statements, balance sheet, income statement, and cash flow reporting. Skill in deciphering, understanding, recommending, and acting upon complex information received; forecasting both short- and long-term budgetary and revenue trends; analytically assessing the City's financial status; compiling and presenting comparative data; offering effective, and sometimes difficult budgetary recommendations; robust writing skills; and strong supervisory skills required, with the ability including but not limited to: planning, coordinating, assigning, delegating, supervising, training, managing, and evaluating the work of subordinate personnel. Good oral and written communication skills required to effectively communicate on a daily basis with elected and appointed officials, City employees and the public; proper public relations for budgetary questions/criticism; and high degree of organization skills to effectively administer functions of the department. Ability to apply principles of accounting, statistics and fiscal management; interpret and apply state and federal fiscal policies and procedures; manage funds and provide financial and budget recommendations; organize and present facts and opinions with logical reasoning so others will understand; communicate to exchange information and ideas and to promote agency needs, plans, and objectives; analyze and interpret financial data and draw conclusions; evaluate the soundness of financial practices and compliance with state and federal laws and regulations; organize files and retrieve data effectively; understand and assess accounting software applications and suggest improvements. Ability to work independently, prioritize projects to meet deadlines, work on several projects at once, and work under distracting conditions; and to learn and interpret ever-changing rules, regulations, laws and ordinances. Ability to sit and/or stand for long periods of time; visual stamina and acuity adequate to review alpha/numeric data and spend long periods of time looking at computer screen; operate basic office machines, such as copy machine, computer, calculator, fax machine, cash register; keep confidential information confidential; attend meetings and/or conferences in town or out of town; and ability to type at a rate of 60 wpm.

Education and Experience

Five (5) years of increasingly responsible experience in finance and government accounting operations; or a Bachelor's Degree in accounting, finance, business administration, with major course work devoted to accounting and data processing with at least one (1) year of applicable work experience is desirable; or any equivalent combination of training and experience deemed to be sufficient for the position. CPA license preferred.

Special Requirements

Must possess the ability to be bonded.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*