

CITY TREASURER/FINANCE DIRECTOR

JOB SUMMARY

The purpose of the position is to manage the overall financial operations of the City. The position serves as the chief finance officer for the City, advising elected officials, the City Manager, and the Departments regarding financial matters.

DEFINITION

The Treasurer/Finance Director is appointed by the City Council, and works under the daily direction, and supervision of the City Manager. The Treasurer exercises general accounting supervision over all the City's property and assets. The Treasurer is the general accountant and auditor of the City. The Treasurer and the City Manager form the Budget Committee of the City. The Treasurer is the Tax Collector of the City and collects the taxes and maintains the tax records of the City. The Treasurer regulates the manner of paying the Creditors and employees of the City, and issues all checks.

Successful performance helps ensure the effective and efficient processing of all government financial transactions, the accurate reporting of the government financial condition, and the sound financial position of the City government.

ESSENTIAL FUNCTIONS OF THE JOB

Essential and other important responsibilities and duties may include, but are not limited to the following:

- Responsibility to ensure that all financial operations are performed in compliance with applicable local, state and federal laws, as well as with acceptable standard principles of accounting and finance.
- Oversees the financial administration of grants, including required record-keeping, financial records, reporting, etc.
- Ability to continually learn new methods of financial operations in a governmental accounting environment.
- Ability to operate a variety of standard office equipment in a modern automated accounting environment.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Serves as City Representative on the ADA/Title VI Advisory Committee as an ex-officio member.

- Serves as a member of the Employee Pension Committee.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Assist in the development and administer the City's annual operating budget.
- Organizes, directs staff, plans and coordinates the financial activities of the City.
- Maintains a detailed accounting system in accordance with generally accepted municipal accounting practices.
- Manages the cash flow of the City in order to insure complete investment of idle funds, security of said funds in accordance with State Law and regulations of the State Comptroller's Office and sufficient funds on hand to meet obligations.
- Prepares annual reports of financial transactions for publication.
- Prepares detailed revenue and expenditure estimates, and updates these throughout the year as necessary.
- Supervises the work of Finance Department personnel.
- Attends conferences, meetings and conventions.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the application of professional accounting principles and practices of modern municipal accounting, budgeting and finance, including capital budgeting, investment management, cash control, and the regulatory/legal environment of municipal organizations.
- Knowledge of the principles and practices of public finance, budgeting and accounting.
- Knowledge of the various financial based regulatory bodies such as GASB, State Comptroller's Office, cognizant Federal audit agency, and other appropriate organizations.
- Ability to supervise the work of others in an environment with a considerable volume of detailed budget, accounting, EDP, and auditing work.
- Knowledge of state-of-the-art electronic data procession methods as apply to a professional accounting environment.
- Ability to relate with independent auditors examining City's financial operations.
- Ability to evaluate situations and make decisions.
- Must have good oral and written communication and presentation skills.
- Ability to work with a variety of people, including both elected and appointed officials, as well as members of the general public.

QUALIFICATIONS

Any combination of training and experience equivalent:

- Must be graduate of an accredited four-year college or university with a degree in accounting, business administration, finance or related field.
- Three years of progressively responsible experience in finance or accounting, with government experience desired.
- Must have extensive knowledge of computers, including but not limited to financial computer software programs.
- Ability to be bonded.
- Must have an ability to become a Certified Municipal Finance Officer by the State of Tennessee within 2 years. Must maintain certification.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of City Treasurer/Finance Director (FT) for the City of Shelbyville describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the essential function of the job as outlined with or without a reasonable accommodation?

Yes _____ No _____

Signature

Date