



Finance Director- CFO
\$70,000- \$100,000 DOQ

Job Summary:

GENERAL PURPOSE: Under the direction of the City Manager, the Director of Finance manages all aspects of the Finance Department including purchasing, accounts payable, payroll, accounts receivable, audit, budget, Municipal Court and utility billing. Monitors, evaluates and reports the City's finances and investments as the City Investment Officer as requested the City Manager. **This position is required to be on-site. Regular and punctual attendance is required.**

Requirements

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, but only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Prepares the City-wide monthly and annual financial statements and projections, accounts payable, payroll, and investing and debt activities.
- Prepares, monitors, and oversees city budget, both operational and capital projects; oversees departmental budgets, analyzes variances to actuals each month, and communicates results to Department Heads and the City Manager.
- Coordinates purchasing function, oversees formal and informal bids, RFPs, RFQs, city auction, and purchase agenda items for the City Manager.
- Works with external auditors to conduct the annual audit; compiles and prepares supporting schedules, work papers, and financial reports as requested; prepares the Comprehensive Annual Financial Report.
- Serves as subject matter expert and provides interpretation and understanding of policy and procedures to administration and personnel; updates financial policies and procedures as needed and within City policy; maintains accurate and complete records and files.
- Supervises finance staff, offers perspective, and consults with the City Manager and management personnel from across the city; develops and maintains personnel management systems.
- Recruits, hires, and trains personnel in the area of Finance; monitors, evaluates, and offers feedback to staff; plans and directs training for staff based on relevant needs.
- Provides quality customer service to customers, city staff, the general public, and all other work contacts; maintains a high level of professionalism and confidentiality at all times.
- Maintains accuracy of the general ledger and subsidiary ledgers.
- Assists with month-end and quarterly closing processes, including monthly and quarterly reconciliations and reporting requirements.
- Prepares monthly bank reconciliations and related journal entries as assigned.
- Reviews accounts payable transactions for proper coding and compliance with City's purchasing policies.
- May process accounts receivable and payable and perform back up payroll duties as needed.
- Develops and monitors internal control procedures to ensure a strong internal control environment.
- Monitors and reviews utility billing and collection efforts to ensure accurate recording of accounts receivable and revenue collection.
- Ensures all customer service interactions with the Utility Department staff are professional and courteous.

- Assists the Utility Department in handling customer inquiries or complaints.
- Monitors and oversees the day-to-day performance and tasks of the utility billing staff and provides feedback as necessary for improvements.
- Maintains confidentiality of work-related issues and City information.
- Serves as the City Investment Officer; attends mandatory training as required by the Public Funds Investment Act; prepares quarterly investment summaries for presentation to the City Council.
- Demonstrate high professional ethical standards, trustworthiness, and personal integrity.
- Attends City Council meetings.
- Performs such other duties as may be assigned by the City Manager.

MINIMUM QUALIFICATIONS:

Required Knowledge of:

- Pertinent Federal, State, and local laws, ordinances, policies, procedures, and regulations pertaining to public finance, investment, and procurement.
- Principles, practices and procedures of municipal government accounting and financial reporting, including internal control, cash management, general ledger, accounts payable, and accounts receivable.
- Automated financial accounting and reporting systems.
- Professional business practices including report and budget preparation, development, tracking, adjustment and maintenance.
- Method and techniques of time management.
- Principles and practices of supervision, training, and evaluations.
- Principles and processes dealing with collection, analysis, and presentation of quantitative data.
- Design and implementation of workforce planning and restructuring.
- Practices, techniques, and methodologies of management and personnel evaluation.
- Administrative and clerical procedures and systems such as word processing, filing, and records management systems.
- Effective customer service skills and tactics to interact with diverse individuals.
- Use of non-political, good professional judgment and sound decision-making practices in matters related to the job.
- Financial Software such as ERP Pro 9 (Incode 9) preferred.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- A four-year degree in accounting or a directly related field is required. Master Degree and/or CPA highly preferred.
- 5-7 years of increasingly responsible accounting and management experience is required. Governmental accounting experience is highly preferred.
- CGFO certification must be obtained within 24 months of hire, or a reasonable time frame based on conference availability.
- Must obtain City Investment Officer Certification each year as outlined in the Public Funds Investment Act.
- Must be bondable.
- Valid Texas motor vehicle operator's license with an insurable record.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Occasional lifting of weight up to 20 pounds may occur. Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability. Physical requirements include visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting and standing to perform the essential functions. The essential functions of this position require the use of

a computer, various software applications, office equipment and phone. Occasional exposure to unpleasant or stressful customer interactions.

EMPLOYEE ACKNOWLEDGMENT AND SIGNATURE

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The City of Kirby is an at-will employer and the employee, or the City may choose to end the employment relationship at any time for any reason in accordance with applicable laws.

The City of Kirby provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In a typical work setting, the Finance Director:

Interpersonal Relationships

Have a high level of social contact working closely with staff in shared office spaces, and maintains daily contact in person, by phone and email with city staff, vendors, contractors, and the department. It is imperative that the person employed in this position maintains professional and ethical standards, including courtesy, cooperation, transparency, positivity, reliability, efficiency, and a respectful attitude towards others, and shall represent the City in a positive way, both on duty and in connection with City sponsored activities.

Hours/Travel

Typically works a standard Monday-Friday 40-hour week but may be required to work evenings or weekends to meet deadlines or for special projects/assignments. **Predictable and regular attendance is considered an essential job function for this position.**

Physical Demands and Work Conditions

Works close to others in shared indoor office space. Frequently required to sit, stand at computer while using hands, arms, and fingers to reach and input data in systems. Exposure to noise from close co-workers. May lift and move boxes and equipment weighing up to 20 pounds.

Disaster Service Workers Clause

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees; normal work assignments and may continue through the recovery phase of the emergency.

Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. An employee may also perform other reasonable related business duties as assigned by the immediate supervisor. The City of Kirby is considered an At-Will employer, meaning both you and the City may, without any liability, terminate the employment relationship for any reason at any time and without notice.

To Apply: www.kirbytx.org

Click on Employment Tab. No phone calls, nor emails please.

- A City of Kirby application is required. Resumes are considered additional information, and accepted with a completed City application.

The City of Kirby is an Equal Opportunity Employer of Qualified Individuals.

The City of Kirby provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Where applicable, reasonable accommodations may be made in accordance with the American with Disabilities Act (ADA).