

## **FINANCE/HUMAN RESOURCES DIRECTOR**

### **JOB SUMMARY:**

Under the general administrative direction of the City Manager, the Finance/Human Resources Director provides direction and supervision of municipal financial activities including budget preparation, cash and investment management, bank relations, purchasing, debt management, annual audit, and payroll. Responsible for preparation of quarterly financial and investment reports, interpretation of financial data, and the design and application of effective internal accounting controls. The Finance/Human Resources Director manages the financial operations of the City to ensure the effective and efficient processing of all government financial transactions and the accurate reporting of the government financial condition. Supervises and provides work direction to accounts payable staff and other City personnel as needed.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervision of the daily operations of the finance department including bank reconciliations, cash collections, accounts payable, accounts receivable, water and garbage utility.
- Preparation of daily journal entries into general ledger.
- Preparation of bi-weekly payroll and related reports.
- Preparation of monthly bank and Texpool investment account reconciliations.
- Preparation of monthly Sales Tax report and TMRS retirement report.
- Preparation of quarterly State Criminal Cost and Fees Report.
- Preparation of quarterly Financial and Investment Reports for City Council.
- Coordination of annual internal audit and provide auditors with requested information.
- Development of the annual budget and amendments by collaborating with City Manager, Department Heads and City Council.
- Monitors and collaborates with Department Heads regarding their budgetary expenditures to ensure the City remains within budget.
- Reviews general ledger for accuracy.
- Preparation of annual W-2's and 1099's for the City.
- Oversight of City's Incode accounting software including fiscal and calendar year end procedures.
- Acts as City Investment Officer including attendance at Public Funds Investment Act training.

### **OTHER JOB FUNCTIONS:**

- Employee new hire paperwork for payroll and insurance.
- Employee termination paperwork and coordination of Cobra insurance and City retirement.
- Creates and maintains personnel files.
- Employee leave requests.
- Coordination and analysis of annual health insurance bids.
- Verifications of employment.
- Workers' compensation annual audit and injury forms.

- Performs related duties and fulfills responsibilities as required.

#### **QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Accounting or a related field from an accredited education institution or equivalent combination of education and experience.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the Finance/Human Resources Department in order to direct and coordinate work within the department. Municipal Finance and Human Resources experience preferred.
- Ability to be bonded.
- Successfully complete background and credit check.
- Have and maintain an acceptable driving record and Texas Class C Operator's License.

#### **PHYSICAL REQUIREMENTS:**

- Sitting for prolonged periods of time.
- Standing, walking, moving around, bending, reaching, stretching, pushing, pulling, lifting and occasional carrying up to 15 lbs.

#### **WORK LOCATION AND HOURS:**

- Work is typically performed in an office Monday through Friday 8:00 AM to 5:00 PM.
- Some evening attendance required at City Council and other meetings.
- May work longer hours during summer months for Budget preparation.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of InCode Accounting Software.
- Proficient in Microsoft Office Products to include Excel, Word and PowerPoint.
- Ability to type 45 words per minute and use a 10 key by touch.
- Ability to use telephone, copier, fax, calculator, computer and associated hardware and software.
- Ability to establish fiscal policies and procedures.
- Ability to work effectively and cooperatively with the City Manager, other employees and the general public.
- Knowledge of principles and practices of public finance, budgeting and accounting.
- Knowledge of principles and practices of human resources.
- Knowledge of principles and practices of computerized financial information management.
- Knowledge and special training pertaining to accounting for and investment of governmental funds.
- Knowledge of governmental auditing procedures.
- Knowledge of relevant federal and state laws, city ordinances, and departmental policies and procedures.
- Skill in oral and written communication