

**CITY OF ST. JOHNS  
ADMINISTRATION**

**CLASS TITLE:** Finance Director

**DEPARTMENT:** Administration

**LOCATION:** City Hall

**RANGE:** \$88,051.64 - \$109,974.38

<u>Entry</u>	<u>6 months</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$ 88,051.64	\$ 90,309.37	\$ 92,625.00	\$ 95,000.00	\$ 99,750.00	\$104,737.50	\$109,974.38

**GENERAL PURPOSE:**

Responsible for the directing and supervision of accounting and finance activities, administrative and assist in coordinating a number of service functions of the City Administration.

**SUPERVISION RECEIVED:**

Works is performed with considerable independence under the policy and direction of the City Manager. Work is reviewed through conference and adherence to program objectives.

**SUPERVISION EXERCISED:**

Exercises supervision over clerical, support personnel or other part-time or temporary staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILTIES:**

- Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Makes appropriate journal entries/adjustments to the accounting ledgers and closes financial records at the end of the fiscal year.
- Reconciles bank statements.
- Prepares monthly reports relating to account status.
- Keeps various grant records.
- Prepares monthly and annual state and federal reports.
- Prepares for and assists external auditors in their review and preparation of annual audit.
- Attends Department Head meetings and other meetings as required.
- Prepares annual budget.
- Responds to requests for financial information from internal and external sources.

- Prepares reports for City Council meetings as directed.

**PERIPHERAL DUTIES:**

Attend seminars and workshops related to Finance Director duties and responsibilities. Answers payroll-related questions from employees.

**DESIRED MINIMUM QUALIFICATIONS:**

***Education and Experience:***

- A. Graduation from a college or university with a bachelor's degree in accounting, business management, records management, public administration or a closely related field; and
- B. Five (5) years of Municipal accounting.
- C. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

***Necessary Knowledge, Skills and Abilities:***

- A. Working knowledge of the principles and practices of governmental or fund accounting, and the ability to interpret and apply generally accepted accounting principles.
- B. Considerable knowledge of generally accepted accounting procedures to include public budgeting and fund accounting.
- C. Knowledge of federal, state and local laws and ordinances pertaining to municipal fiscal affairs.
- D. Knowledge of data processing applications in a municipal government setting; modern public administration; and extensive knowledge of office practices and procedures.
- E. Skill in operation of listed tools and equipment and working knowledge of computer software.
- F. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, or other departments, officials and the public; ability to communicate effectively, verbally and in writing; ability to plan, organize and supervise assigned clerical workers and staff.
- G. Ability to prepare accurate and timely financial statement and reports.

**SPECIAL REQUIREMENTS:**

Must be bondable and must possess a valid state driver's license or have the ability to obtain one.

**TOOLS AND EQUIPMENT USED:**

Typewriter, personal computer, including word processing, spreadsheets and data base software; 10-key calculator, phone, copy machine and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of what an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal applications, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of 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 agreement between the City of St. Johns and the employee and is subject to change by the City as the needs of the City and requirements of the job change.