

**CITY OF BONDURANT
JOB DESCRIPTION**

Title: Finance Director
Department: City Hall
Date: February 2018
FLSA: Non-Exempt
Reports To: City Administrator

PURPOSE OF POSITION:

Maintains integrity of all financial and accounting systems in accordance with local and state standards and laws, and generally accepted accounting principles. Assures that all financial transactions are recorded, accounted for and acted upon in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Maintains custody of all City funds. Responsible for daily non-utility revenue posting, credit card and Flex Spending Account activity, processing of Accounts Payable invoices, recording of building permit payments, assisting Utility Billing Clerk with special posting issues, and maintaining software module corrections. Responsible for composing initial budget draft, for review with department heads and City Administrator, and budget amendments prior to spending of funds, state reports including the Annual Budget, Budget Amendments, Street Financial Report, Annual Debt Report, TIF Certification, Annual Urban Renewal Report, Annual Financial Report, and monthly sales tax reporting. Responsible for all payroll processing including the payment of taxes, deferred pension withheld, health insurance contributions, IPERS and quarterly reporting, and year-end processes and maintain employee files. Assists with Annual Perpetual Cemetery Report preparation.

Reports to the City Council the balance of cash and investments of each fund, amounts received and disbursed. Generates various month-end reports, verifies monthly accounting data and prepares monthly financial statement, including Treasurer's report.

Processes all accounts receivable billings and maintains all accounts receivable records. Prepares documents for special assessments. Maintains a register of all debts outstanding and records of all payment made and submits debt information requirements on EMMA website.

Records expenditures, revenues and transfers in daily cash register. Maintains adequate cash balances in all City funds.

Prepares City records, schedules and work papers for annual audit and assists in the audit as needed. Prepares MD&A for annual audit. Enters any audit adjusting entries. Suggests ways to improve the efficiency and effectiveness of the financial management operations and duties.

Maintains software through vendor updates and understands the workings of the software. Resolves IT issues internally or with vendor assistance, regularly verifying successful data backups. Handles workers compensation and OSHA 300 paperwork, terminated employee regulations, new employee benefit applications, register public works employees for training, register new vehicles with DOT, and purchases office supplies. Assists with answering incoming calls and counter activity.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Accounting or financial management degree from accredited two or four year institution. At least one year of experience in financial management position or equivalent combination of work experience and education. Municipal experience is desirable.

LANGUAGE ABILITY

Ability to establish and maintain effective working relationships with the public, City Council, City employees, vendors and other agencies. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

COGNITIVE DEMANDS

Basic working knowledge of accounting policies, reports and rules. Ability to learn payroll and billings systems and other general office computer software and

equipment. Ability to define problems, collect data, establish facts and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver’s license required. Must be bondable.

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 regularly required to sit, use of hands and reach with hands and arms. The employee frequently is required to talk or hear. The employee must be able to understand conversations occurring at normal voice volume from at least 40 feet. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

ACKNOWLEDGEMENT

I have carefully read the contents of this job description. I understand the responsibilities, requirements and duties expected of me. While the list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional work be performed as directed by the Employer. I am an “at will” employee, and conversely I have the right to end my employment here at any time.

Employee

Date

City Administrator

Date