

1/5/2022

CITY OF FOREST LAKE JOB DESCRIPTION

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| POSITION: | FINANCE DIRECTOR |
| DEPARTMENT: | ADMINISTRATION |
| LOCATION: | CITY HALL |
| IMMEDIATE SUPERVISOR: | CITY ADMINISTRATOR |
| HOURS WORKED: | 40 + HOURS PER WEEK |

SUMMARY

Plan and direct all City financial functions to accurately account for financial transactions and funds, manage financial assets to achieve optimal return and protection, and provide financial planning, analysis and management. Responsible for managing all finance and accounting functions, including coordination of the annual budget and preparation for the annual audit. Prepare, develop and evaluate policies and procedures relating to the overall financial management of the City. Coordinate and supervise department staff.

ESSENTIAL FUNCTIONS

- Supervise the overall general accounting operations and activities of the Finance Department:
 - Accounting and Payroll staff for timely and accurate financial reporting
 - Ensure accurate and timely utility billing and collection
 - Ensure proper maintenance and retention of employee personnel files
- Responsible for preparation of the Comprehensive Annual Financial Report (CAFR).
 - Coordinate Annual Audit process internally and serve as the primary point of contact with the audit firm for all audit related scheduling and inquiries
 - Works with external auditors to assure compliance with applicable state and federal requirements
 - Prepare work papers and account reconciliations
 - Assures compilation of the City's Annual Financial Report in accordance with Governmental Accounting, Auditing, and Financial Reporting (GAAFR) and Governmental Finance Officers Association (GFOA)
- Manage and invest monies according to legally approved investment practices for City funds.
- Responsible for the preparation and submission of TIF reports and publications.
- Coordinate the planning and drafting of a balanced budget for submission to the City Administrator and City Council
- Coordinate preparation of information for bond sales.
- Coordination of special assessments and levy certification process
- Recommend adequate general property, liability, workers' compensation and other casualty coverage according to the City's risk tolerance and maintain up-to-date records with insurance carriers.
- Monitors the implementation and use of financial software, utility billing, and financial systems.
- Monitor the internal control and accounting systems and recommend changes to the City Administrator to ensure the accuracy and security of all accounting records and City funds.
- Responsible for the preparation and submission of various county, state and federal reports. Assists in the development and implementation of procedural changes to insure compliance with State and Federal reporting requirements and internal reporting requirements.
- Monitor and maintain the City's Health Insurance and Flexible Spending Program.
- Prepare, and schedules required county and state reports for bond payments and existing debt.
- Reconcile and verify tax settlement payments received.
- Review and recommend changes to maintain compliance with reporting requirements regulated by the IRS.
- Assist in labor contract negotiations, and analyzes the impact upon operating funds.
- Perform research studies and assist the City Administrator accordingly.
- Prepare fire contract cost allocation.
- Prepare and monitor department records to assure compliance with records retention laws.

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- Keeps the City Administrator informed of all developments that impact the effectiveness of the department.
- Attends City Council meetings as required

OTHER DUTIES AND/OR RESPONSIBILITIES

Assists City Administrator with human resources duties and other duties as requested. Provides backup for all other clerical duties and assists with various other public service duties, as necessary.

EDUCATION AND/OR EXPERIENCE REQUIRED

- Bachelor's degree in accounting or related field from accredited college preferred or equivalent combination of education and considerable experience.
- Minimum two-four years of recent governmental experience using GAAP and two years of which must be recent Municipal accounting experience.
- Considerable knowledge of municipal accounting procedures and report writing.
- Good working knowledge of and recent experience with a computerized accounting system.
- Considerable knowledge of and experience with Microsoft Excel, Word, and other current programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of Generally Accepted Accounting Principles (GAAP), theories and procedures. Considerable knowledge of governmental accounting.
- Ability to apply Generally Accepted Accounting Principles, theories and procedures to accounting assignments. Ability to analyze and interpret complex accounting records and reports.
- Ability to design, develop and prepare financial statements and reports for internal and external reporting purposes.
- Ability to establish and maintain good working relationships with other employees, the general public, state and federal agencies, and vendors and contractors.
- Ability to interpret applicable Minnesota statutes and rules.
- Ability to work effectively under pressure.
- Ability to assess problems and follow through to a successful conclusion.
- Ability to establish priorities and adjust workload on a daily basis
- Ability to show organization in completing work assignments and maintaining department records.
- Ability to identify, initiate and carry out moderately complex verbal and written instructions.
- Ability to conduct research.
- Ability to communicate and provide work direction clearly and concisely, both verbally and in writing.

PHYSICAL REQUIREMENTS

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- Sit an 8 or more hour day, with occasional breaks.
- Bend, stoop, squat, crouch, kneel, balance or reach as required.
- Ability to operate keyboard for up to 8 or more hours, with occasional breaks.
- Ability to occasionally lift, push or pull up to 10lbs.