

Job Title: **Finance Director**

Classification: **Exempt – Executive**

Department: Finance



Supervisor: Assistant City Manager

Effective: 04/11/2024

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**I. JOB SUMMARY:**

Facilitate the financial operations of the City of Mission. Coordinate all financial activity. Implement policies and procedures as they relate to financial operations. This position has supervisory responsibilities. Individual will perform other duties assigned by department head/supervisor when needed.

**II. EDUCATION & EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree in Accounting, Finance, or Business Administration required.
- Master's Degree in Accounting, Finance, or Business Administration and/or Certified Public Accountant (CPA) Designation preferred.
- Must have a minimum of five (5) years' experience with financial operations in a municipality.
- Must be proficient in working with personal computer and general office equipment.
- Must have knowledge and experience in Microsoft Word, Excel, PowerPoint, and other productivity and financial management systems.
- Must be able to communicate proficiently.

**III. EMPLOYMENT REQUIREMENTS:**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must be bondable.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license from the department of public safety with no more than two (2) moving traffic violations within the past two (2) years.

**IV. SKILL ABILITY REQUIREMENT:**

- Ability to interact with others ranging from civic leaders to employees and from legislators to the general public, in a professional and respectful manner.
- Ability to communicate effectively orally and in writing.
- Ability to follow a firm work schedule as directed by supervisor.
- Ability to compute, maintain and prepare complex records correctly, ensuring confidentiality.

- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business matter.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to establish and maintain effective working relationship with office staff, auxiliary departments, elected officials and the general public.
- Ability to perform work that is routine and detailed.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately.
- Ability to make decisions based on data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.
- Ability to compute costs and prepare cost estimates.
- Ability to use math to interpret financial information and prepare budgets.
- Ability to understand and use mathematical concepts in order to design a financial or economic system.
- Ability to analyze and interpret data.
- Ability to complete tasks within specified deadlines.

**V. EQUIPMENT/MATERIALS:** General office and safety equipment/materials to include but not limited to the following:

- Ten key by touch, Personal Computer, Typewriter
- Fax Machine, Copy machine, Computer software, Printers, City Vehicle
- Personnel Policy Manual

**VI. ESSENTIAL JOB FUNCTIONS:**

- Coordinates the activities of the City of Mission financial services through the department heads/supervisors.
- Sets financial and administrative objectives, while developing policies, methods, and procedures, which achieve these objectives. Makes and implements changes to improve the operation and direction of the City's financial affairs.
- Directs and maintains the central accounting system for the City.
- Individual is responsible to attend all staff meetings and city council meetings.
- Coordinates budget preparation with department heads/City Manager/City Council.
- Ensures the annual city budget is properly implemented into accounting system.
  
- Coordinates the end of the year closing of accounts.

- Works closely with the Auditors for completing the audit.
- Reconciles all federally funded grants.
- Resolves various accounting problems that may arise from payables, receivables, payroll, and fixed assets.
- Prepares bank transfers as needed to cover accounts payables, payroll, and debt payments in strict compliance with set policies and in coordination with the Assistant City Manager/City Manager.
- Prepares financial statements, reports, and schedules. Interprets financial data.
- Monitors expenditures to ensure appropriations are not exceeded.
- Proposes and reviews city ordinances relating to revenues and expenditures.
- Assists in the preparation of developing annual departmental budgets and controls expenditures from same.
- Makes recommendations to management on a variety of financially related issues.
- Monitors for strict compliance of financial policies of various departments.
- Performs any other tasks that may be assigned by Assistant City Manager and/or City Manager

**VII. NON-ESSENTIAL JOB FUNCTIONS:**

- Attends events requested by Assistant City Manager and/or City Manager.

**VIII. WORK ENVIRONMENT:**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Noise		X		

**IX. MANUAL DEXTERITY:**

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

**X. PHYSICAL DEMAND ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs.	F	Printouts, binders, and calculator. Knuckle to waist level.
	6-10 lbs.	F	Financial files and binders. Knuckle to waist level.
	11-20 lbs.	O	An office chair to reposition its location.
	21-25 lbs.	N/A	
	26-50 lbs.	O	Box of paper to replenish copier or printer.
	51-75 lbs.	N/A	
	76-100 lbs.	N/A	
	Over 100 lbs.	N/A	
<b>CARRYING</b>	Up to 5 lbs.	F	Printouts, binders, and calculator. Knuckle to waist level. Up to 500 ft.
	6-10 lbs.	F	Financial files and binders. Knuckle to waist level. Up to 500 ft.
	11-20 lbs.	O	An office chair to reposition its location. Up to 5 ft.
	21-25 lbs.	N/A	
	26-50 lbs.	O	Box of paper to replenish copier or printer. Up to 10 ft.
	51-75 lbs.	N/A	
	76-100 lbs.	N/A	
	Over 100 lbs.	N/A	
<b>PUSH/PULLING</b>	Up to 5 lbs.	O	File cabinet drawers to access files.
	6-10 lbs.	N/A	
	11-20 lbs.	N/A	
	21-25 lbs.	N/A	
	26-50 lbs.	N/A	
	51-75 lbs.	N/A	
	76-100 lbs.	N/A	
	Over 100 lbs.	N/A	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

**NON-MATERIAL HANDLING ACTIVITIES**

Tasks	Frequency	Performance
<b>CLIMBING</b>	<b>O</b>	Building steps
<b>STOOPING</b> (Bending at waist)	<b>O</b>	To access file cabinets to retrieve files.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Pickup something that fell to the floor.
<b>CROUCHING</b> (bending at hips/knees)	<b>O</b>	Lift books of paper.
<b>CRAWLING</b>	<b>N</b>	
<b>REACHING</b>	<b>C</b>	Desk level, partial to full arm extension while sitting.
<b>TWISTING/TURNING</b> (rotation)	<b>F</b>	While sitting on chair to access data and equipment.
<b>HANDLING</b> (manipulated objects)	<b>F</b>	Binders and papers while at desk.
<b>STANDING</b>	<b>F</b>	Supervising staff, reviewing reports.
<b>WALKING</b>	<b>F</b>	Within department to perform work tasks.
<b>SITTING</b>	<b>C</b>	Entering data in computer.
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Entering data, accessing and handling paper.
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Gripping office equipment and materials to complete tasks.

**N-Never    O-Occasional 1-33%    F-Frequently 34-66%    C-Constant 67-100%**

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date