

**CITY OF PLAINWELL**  
**Job Description**

Finance Director/Treasurer

**Supervised By:** City Manager

**Supervises:** Department personnel and others as assigned

**FLSA Status:** Exempt

**Position Summary:**

Under the general supervision of the City Manager serves as Chief Financial Officer of the City. Plans and directs the financial accounting, reporting, and investment functions of the City. Supervising accounting staff, overseeing internal controls, setting financial targets, monitoring expenditures, overseeing annual insurance, monitoring cash flow, and managing tax compliance.

Uses independent judgment in the application of generally accepted accounting principles (GAAP) and makes recommendations to the City Manager on all fiscal policy matters. Assists in the preparation and maintenance of the annual budget, oversees utility billing, collection and related reporting, and directs tax billing, collection, and related reporting.

The Finance Director/Treasurer shall have custody of all monies of the City, and all evidence of value or indebtedness belonging to or held in trust by the City. The Finance Director/Treasurer shall keep and deposit all monies or funds in such a manner and only in such places as the council may determine and shall report the same to the city manager.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, organizes and directs the financial activities of the City in accordance with accepted fiscal practices and federal, state, and local regulations. Develops and implements departmental policies, procedures, and internal controls. Maintains and monitors financial and accounting records.
2. Assists the City Manager with the preparation of the annual budget; develops revenue estimates and compiles expenditure requests from all departments, assists departments as needed; prepares budgetary status reports; monitors budgets and, if necessary, recommends corrective measures to the appropriate supervisory level.
3. Directs tax billing and collection. Coordinates tax information with the County to ensure accurate tax statements, oversees mailings, addresses tax-related questions, and collects payments as needed. Disburses tax monies to other units, settles with the County, and prepares delinquent tax rolls. Maintains related records and prepares reports.

4. Oversees all aspects of utility billing and collection and oversees the staff. Identifies differences from ordinances and recommends necessary changes. Maintains related records and prepares reports.
5. Maintains financial and tax records for various authorities, including the Tax Increment Finance Authority (TIFA), the Brownfield Redevelopment Authority (BRA) and Downtown Development Authority (DDA), and other districts when created.
6. Oversees accounts receivable, accounts payable, and payroll. Maintains all general ledger records and ensures the proper accounting of all monies to various accounts.
7. Plans and coordinates the annual audit and conducts internal audits.
8. Manages the investment of idle City funds according to established investment policy. Researches options and maintains related records.
9. Performs financial analysis and prepares various internal reports for the City Manager, department heads, and City Council. Completes special projects, and makes presentations as requested.
10. Oversees and administers Retirement and Section 125 Plan Documents.
11. Assists the City Manager in evaluating offered adjustments to collective bargaining agreements, and any related grievances.
12. Back-up to Personnel Coordinator in various tasks.
13. Attends all meetings pertaining to this position, as directed, including meetings scheduled outside normal business hours.
14. Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
15. Acts as department spokesperson, establishing and maintaining effective relationships with the public, City officials, representatives of other units, and other employees and administrators. Responds to public inquiries and investigate complaints.
16. Assists in the hiring and supervision of department staff and others as assigned. Coordinates work assignments and determine priorities, monitors progress and evaluate performance, and oversees the training and professional development.
17. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree or the equivalent in accounting, finance or a related field.
- Three or more years in accounting or a related field, preferably in a municipal setting.
- Knowledge of the principals, practices and legal regulations governing municipal finance, budgeting, accounting, tax administration and investing.
- Knowledge of the methods and techniques of bookkeeping, accounting, internal controls and financial reporting.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in assembling and analyzing complex financial data, developing budgets, and in preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Ability to critically assess situations, solve problems, and work effectively under stress and within deadlines.
- Ability to work outside of normal business hours to attend meetings.
- Ability to evaluate a variety of municipal financial issues and establish internal policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, other employees and administrators, elected officials, and professional contacts.
- Ability to effectively train, lead and motivate employees.

#### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly in a typical business office setting where he or she is required to talk or hear, frequent writing, walking, standing, use of hands to fingers, handle or feel, reach with hands and arms, sitting in office chair, keyboarding with repetitive keystrokes, read regular or small print, visual contact with computer terminal and written documents, communicate with others in person and on the telephone. The employee must occasionally lift and/or move lightweight items. The noise level in the work environment is usually quiet to low sound.

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