



FINANCE DIRECTOR

EXEMPT STATUS: Exempt

SALARY RANGE: \$75,000-\$90,000

POSITION REPORTS TO: City Manager

JOB SUMMARY:

Oversees and coordinates all activities and functions for areas of responsibility to include general ledger, financial reporting, fixed assets, capital projects, taxes, and utility billing. Establishes, maintains and drives continuous improvement of internal accounting and administrative controls for safeguarding of the City's assets. Establishes and ensures compliance with the City's financial policies and procedures. Directs timely month-end and year-end closing processes of financial information. Coordinates and develops quarterly and annual financial reports, to include the City's Comprehensive Annual Financial Report and Single Audit if required, in compliance with the governmental accounting and auditing and financial reporting standards. Coordinates and develops monthly financial reporting, monthly and quarterly regulatory filings and reporting, and other required management reports. Coordinates audits, to include the annual audit, and develops and schedules outside auditor activities. Acts as a resource to and liaison between City Departments Providing technical guidance and direction. Coordinates the completion of accounting projects as directed by the City Manager. Coordinates the duties and responsibilities of the accounting of utility billing, accounts payable, payroll, court and taxes to ensure fair distribution of workloads. Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established City of Alamo Heights policies, procedures, and guidelines. Coordinates and assists in the preparation of the City's operating budget.

ESSENTIAL JOB FUNCTIONS:

- Prepares council presentations relating to accounting, tax and utility billing
- Coordinates preparation of City Budget along with necessary tax notices and calculation of the tax rate
- Record, classifies, and summarizes financial transactions and events in accordance with Generally Accepted Accounting Principles (GAAP).
- Reconciles sub-ledgers to the general ledger and resolves differences.
- Responsible for the preparation of the City's Comprehensive Annual Financial Report.
- Prepares and reviews filings required by other governmental agencies to ensure compliance with Federal, State and local regulations.
- Invest and monitor the City's financial assets in accordance with the City's Investment Policy and State Law.
- Participates in the special studies and projects as recommended by council and City Manager.

OTHER DUTIES

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university with major coursework in Accounting. Municipal government accounting experience.

LICENSES OR CERTIFICATES:

- Bachelor's Degree from an accredited college or university with major coursework in Accounting. Municipal government accounting experience.
- Valid Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of theory, principles, and practices of general accounting, including GAAP guidelines.
- Knowledge of principles and practices of financial record keeping.
- Knowledge of principles, practices, and methods used in the development of financial reports.
- Knowledge of budget preparation and administration.
- Skill in operating a calculator or ten key adding machines.
- Skill in operating a personal computer and utilizing software applications.
- Knowledge of banking procedures, practices, and methods.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to develop and present clear and concise written reports.
- Ability to analyze and evaluate accounting problems.
- Ability to establish and maintain effective working relationships with City staff and the general public.
- Ability to read and interpret complex financial accounting documents.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Ability to lift up to 20 lbs
- Visual acuity, speech and hearing; hand/eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment
- Subject to sitting and standing to perform the essential functions
- Must be able to pass a drug and/or alcohol screen
- Working conditions are in an office environment

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Interested parties may download an employment application form from the City's web site at www.alamoheightstx.gov and mail or drop off the application and supporting documents to 6116 Broadway, San Antonio, Texas 78209, or email to lharris@alamoheightstx.gov or fax to 210-822-8197. If you need further information, please call the Human Resources division at 210-882-1503. This position is open until filled.