**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 10,000 – 24,999**

**FINANCE DIRECTOR**

Full Time

The City is seeking a qualified Finance Director to oversee the financial operation of the city. The Finance Director is responsible for the overall administration and management of the City’s Financial Services department. Provides fiscal accountability and transparent stewardship of the public funds to the City directly through the management, monitoring and coordination of the various components of the City’s budget. Advises City Manager and Council regarding financial matters such as effective use of resources. Establishing department work plans, goals and objectives; providing direction and guidance to subordinate staff. Preforms a variety of administrative duties associated with supervising staff, to include hiring, assigning work, providing guidance and direction; evaluating performance, and taking disciplinary action as necessary. Oversees investment such as interest bearing accounts and certificates of deposits. Prepares monthly and quarterly revenue and expense reports. Coordinates audits and works with auditors to verify expenditures.

Minimum Qualifications Bachelor’s degree in finance, business, public administration or accounting; supplemented by five years of progressively responsible experience planning and managing finance, budget and personnel programs, resources and operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. A Master’s degree and/or CPA, although not required, is preferred. Experience in a Municipal Government, and INCODE software is strongly desired. EOE.