

**CITY OF OWOSSO
JOB DESCRIPTION**

FINANCE DIRECTOR

Supervised by: City Manager
Supervises: Departmental employees as assigned

Position Summary:

Under the general supervision of the City Manager, this position is responsible for comprehensive City financial operations. Duties involve preparation of the annual budget, periodic financial reports, the annual financial audit, investment of funds, risk management, insurance oversight, long-term financial planning and analysis of funds, and active supervision of day-to-day finance department operations. Acts as a member of the City's management team and provides them with financial advice and recommendations related to City programs and services.

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. Actively involved with all City departments on a daily basis to ensure that all City financial functions for all funds and accounts are accomplished to the highest possible standards in a manner which is most strategic for the fiscal well-being of the City.
2. Directs the maintenance of all official accounting and financial records to conform to accepted governmental accounting principles and provides an accurate and current reflection of the City's financial condition.
3. Coordinates and develops annual budget preparation process. Works with other City departments in developing budget requests and revenue and expense projections. Prepares and presents departmental budget requests and provides expertise on accounting and reporting procedures and City fiscal policies.
4. Takes an active role in developing meaningful performance measurements and reports for City operations, and carries out continuous improvement efforts in finance operations.
5. Manages and invests City monies according to legally approved investment practices for maximum yield.
6. Supervises and manages the preparation of periodic financial reports.
7. Performs special studies, such as a bond analysis and debt service cash flow analysis.
8. Reviews insurance policies and makes recommendations.
9. Oversees city-wide fixed asset management program.
10. Coordinates city-wide purchases to assure the conformance to state statute and City purchasing policy.

11. Ensures compliance with single audit and federal funds.
12. Responsible for grant management and reporting to the respective body.
13. Debt reporting, Brownfield and DDA financials and reporting.
14. Performs monthly reconciliation of various funds and projects.
15. Lead contact with financial institutions used by the city and completes monthly reconciliations of such accounts.
16. Completes PA 51 (street) and MDOT trunkline reporting.
17. Acts as departmental spokesperson and liaison to the public. Responds to public inquiries and investigates complaints. Establishes and maintains effective relationships with other departments, citizens, City officials, employees, and others.
18. Oversees purchasing, accounts payable and payroll administration.
19. Attends meetings, conducts research, compiles information, prepares reports, and completes special projects as assigned.
20. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
21. Performs other duties as assigned.

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.

- A bachelor's degree in accounting, finance, public or business administration is required. Advanced degree is public finance or related field with seven years' experience preferred.
- Five years of progressively more responsible experience in governmental finance field is required.
- Thorough knowledge of the principles, practices and legal regulations of municipal finance, financial reporting, budgeting, accounting, and investing.
- Thorough knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply them accurately.
- Thorough knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Ability to analyze and interpret fiscal and accounting records, prepare comprehensive financial statements, reports, and recommend and administer general internal controls.

- Skill in the use of office equipment and technology, including computers, specialized financial systems (BS&A software modules), and other related software, and the ability to master new technologies.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.
- Ability to evaluate and control a variety of municipal financial services and to make sound policy and procedural recommendations.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and work extended hours as operational needs demand.

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 duties 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 regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, move around the office to travel to other locations, and lift and/or move items of light to moderate weight up to 10 pounds. The noise level in the work environment is usually quiet in the office and moderately noisy in the field.