

CITY OF WINDOM
POSITION DESCRIPTION

Position Title: Finance Director/Controller
Department: City Office\Administration
Supervised By: City Administrator
Grade & Status: Supervisory Pay Grade & Exempt

Primary Objective of Position:

Administration of all financial, accounting, budgeting, and risk management for the City to assure completeness, accuracy, and timeliness of financial and management data.

Plan, manage and direct all City financial functions to accurately account for financial transactions and appropriate allocation of funds. Responsible for managing all finance and accounting functions, providing relevant and accurate data, and assisting the City Administration and City Council on financial matters.

Assist City Administrator in management of financial assets to achieve optimal return and protection, and provide financial planning, analysis and management

Manage staff, systems, and processes to complete accurate and timely monthly billing and collection for utility and telecom services.

Administer and coordinate benefit plans for City employees and management oversight of staff completing City bi-weekly payroll.

Supervise daily operations of City Hall office and City Hall staff. Two years of supervisory experience preferred.

Duties and Responsibilities:

Directly supervise City Hall staff. Responsibilities include disseminating relevant City information timely, coordinating office coverage, planning, assigning, and directing work, providing opportunities for development, and appraising performance.

Monitor and develop City Hall systems and procedures insuring efficiency while also providing appropriate and adequate internal controls.

Manage functions associated with billing for utility and telecom services. Review and

approve monthly billing to customers, monitor timely collection on accounts and recovery of uncollectible accounts, coordinate distribution of service related information to the public. Prepares and submits various state and federal reports including SAC, state surcharge, fuel tax, excise taxes, 911 filings and sales and use tax returns as needed. Develop manual and systematic processes and procedures to provide maximum efficiency, integration, and accuracy of service billing for utility and telecom services.

Performs all tasks associated with month-end reporting: reconciles credit card settlements and bank accounts/cash balances with statement/ledger, reconcile and verify tax settlement, e-payments and other payments received. Allocate city receipts to appropriate funds. Prepares accounting data for entry into system; prepares reports for Council, City Administrator and Department heads. Maintains and updates Chart of Financial Accounts.

Assist in managing investment of City's funds and the cash flow needed for its operation. Reports status of city treasury to city council through regular reports.

Prepare necessary accrual and adjusting entries in the preparation of year-end closing. Coordinate timely completion of annual financial audit (including single audit if needed). Schedule audit fieldwork, prepare requested audit work papers, schedules, reports, and confirmation letters, and coordinate necessary inventory observations. Work with City Administrator on completion of Management Discussion and Analysis section included in published Audit and review draft of financial statements prior to publication. Insure timely and accurate reporting to Office of State Auditor.

Performs various tasks associated with the payroll function. Review and approve employee time sheets (City office) and work with existing staff to processes bi-weekly payroll. Submit payroll related payments to federal, state, and retirement agencies and complete quarterly payroll tax and wage reports. Close out the payroll system at year-end. Print and distribute W-2's and complete online state and federal wage reporting by required deadlines. Monitors various state and federal regulations regarding enforcement and changes in PERA and FICA requirements.

Coordinate administration and renewal of benefit programs for employees. Work with staff to insure distribution of required information and facilitate appropriate open enrollment procedures. Assist employees in understanding provided benefit programs and provide periodic onsite visits from benefit representatives. Manage COBRA enrollment as well as MN Continuation enrollment for retired employees. Complete annual Affordable Care Act reporting and distribution of information returns to employees.

Monitors and implements accounting, budgeting, utility billing and payroll software upgrades and changes.
Manage accounts payable function: maintains vendor information, approves invoices for processing and appropriate allocation of expense, researches questions by contacting

vendors; and sends payments for Council approved claims. Complete annual 1099 information reporting and distribution to vendors. Follow required unclaimed property procedures and submit to state annually.

Primarily responsible for the preparation of the City's annual budget in conjunction with the City Administrator and Department Heads. Assist in the planning and implementation of the five-year Capital Improvement Plan. Work with staff to complete County and State budget/levy requirement reporting and publication. Process council approved budget adjustments as necessary.

Prepare cost allocations for municipal operations and enterprise funds.

Review projected General Fund, Enterprise Fund and Special Revenue Fund income and expenses to assure required City income will be attained.

Assist with the planning, preparation and management of the City's debt portfolio.

Allocate costs for workers' compensation and general liability insurance. Assist in developing and maintaining comprehensive insurance programs for the City to assure adequate and effective coverage. Facilitate coordination of annual workers compensation audit and completion of annual insurance renewal packet.

Assists with administration and tracking of EDA programs such Tax Increment Financing Districts and low interest development loan programs.

Attends and participate in City Council and/or Board and Commission Meetings as needed. All other duties as may be reasonably assigned.

This job description is a representation of the typical duties of the position, but is not an exclusive list of tasks, duties and requirements.

Knowledge and Skill Required:

Ability to critically and thoroughly analyze fiscal issues and develop sound recommendations that can be communicated in a direct and understandable manner.

Knowledge of basic accounting principles and practices, and ability to understand and apply general accounting principles to municipal accounting.

Must have a strong understanding of municipal financial processes, practices, and laws including GASB.

Ability to make independent decisions, based on established rules and procedures.

Ability to establish and maintain open communications and trust for an effective working

relationship with City officials, general public, and other employees.

Minimum Training, Experience and Education:

Bachelor's Degree in Accounting\Finance or closely related field from accredited college. Preference for master's degree or C.P.A.

Three years of progressively responsible experience in a municipal finance position or equal private sector position.

Knowledge of standard computer operation and software (e.g. Microsoft Office). Ability to learn and operate accounting\finance software and other software used by the City.

Approved By:

City Council
August 18, 2020