

# POSITION DESCRIPTION

City of Monett

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JOB TITLE: Director of Finance  
DEPARTMENT: Administration  
SALARY RANGE: Payroll – Level 13  
IMMEDIATE SUPERVISOR: City Council

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## **ESSENTIAL FUNCTIONS**

- I. Cash Management Related Activities
  - A. Maintains an understanding and awareness of funds available for investment assuring for a maximum return using appropriate instruments.
  - B. Makes investment decision/recommendations while maintaining sufficient liquidity so as to meet the cash obligations of the City.
  - C. Monitors interest rates, investment earnings, and reconciling actual earnings with those which were expected.
  - D. Assures that the city's funds are distributed appropriately with state laws and internal controls.
  - E. Reviews monthly actual budget, asks questions, and seeks clarification as needed.
  - F. Facilitates all activities relating to lease/purchase financing arrangements.
  - G. Monitors revenues to assure adequate income for activities.
  - H. Occasionally provides citizens with assistance, clarification of policy, and answers questions as needed assuring for professionalism.
  
- II. Meeting Related Activities
  - A. Provides follow up or research assuring for accuracy and continuity.
  - B. Attends meetings and seminars assuring that there is access to the most up to date information relating to the financial industry.
  
- III. Budget & Audit Related Activities
  - A. Supervises the preparation of the annual budget worksheets for distribution to the Department Heads.
  - B. Confers with the Department Heads regarding their budget preparation assuring for completeness.
  - C. Receives preliminary Department forecasts. Conducts an analysis of the Departmental requests. Assists in developing revenue projections.
  - D. Reviews audit work papers assuring for accuracy and timeliness.
  - E. Works with auditors and other agencies, provides clarifications and answers questions as needed.
  
- IV. Council Report Activities
  - A. Monthly provides informal and formal information and makes reports as requested.
  - B. Provides any follow up as requested.

- V. Web Site Related Activities
  - A. Supervises web site design.
  - B. Provides assistance with any problems with updating web site information.
  - C. Provides research into new technology on ways to use the web site to provide better service to the public.
  
- VI. Billing and Collection Activities
  - A. Supervises billing and collection personnel.
  - B. Provides assistance with any problems relating to the processing of billing and collection.
  - C. Conducts follow-up activities on all department funds assuring for accurate posting.
  - D. Provides research into new technology on ways to improve billing and collection processing.
  - E. Deals with the public, answering questions, provides clarification and assuring for professionalism.
  - F. Responds to requests from City Council in an accurate, professional, complete and timely manner.

This description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodation.

### **WORK ENVIRONMENT**

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

### **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.

- ◆ Normal physical strength to handle 30 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

### **KNOWLEDGE REQUIREMENTS**

- ◆ A COMPLETED Bachelors college degree in Accounting or a related field.
- ◆ Extensive computer skills with spreadsheets and word processing software.
- ◆ At least 5 years of municipal government finance experience.

### **MENTAL EFFORT**

- ◆ Above-average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above-average memory, considering the amount and type of information.
- ◆ Above-average complexity of decision-making.
- ◆ Above-average time pressure of decision making.
- ◆ Above-average analytical thinking.
- ◆ Above-average conceptual thinking.

### **COMMUNICATION**

- ◆ Above-average verbal communication.
- ◆ Above-average written communication.
- ◆ Above-average non-verbal communication.

### **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.