

***Job Description
City of Mequon***

<u>Title:</u> Director of Finance / Treasurer	<u>FLSA:</u> Exempt
<u>Date:</u> 2024	<u>Present Incumbent:</u> N/A
<u>Department:</u> Finance	<u>Division:</u> N/A
<u>Work Location:</u> City Hall	
<u>General Schedule:</u> 8:00 a.m. – 4:30 p.m. Incumbent works a schedule necessary to meet the needs of the department. Attendance at evening meetings is mandatory.	
<u>Pay Grade:</u> 9	
<u>Represented:</u> No	<u>Bargaining Unit:</u> N/A
<u>Position's Purpose:</u> Overall responsibility for the management, direction and development of all plans, procedures, and policies associated with the functions of accounting, finance and treasury.	
<p>Description of the Job</p> <p>A. Essential Duties and Responsibilities:</p> <p><u>20%</u> Supervise processing of all accounting transactions, including utilities, for proper accuracy including cash handling, payables, receivables, and general ledger; year-end accounting procedures and related work associated with the year-end audit</p> <p><u>15%</u> Manage the treasury function including the collection of all City revenue; investment of City funds; and overall cash management</p> <p><u>15%</u> Coordinate and oversee the collection of all property tax revenue and the distribution of that revenue to all taxing jurisdictions as established by State Statutes and City ordinances</p> <p><u>10%</u> Supervise, develop and maintain as needed, all financial information systems necessary to facilitate the coordination of processing all financial transactions of the City; manage internal controls of the City</p> <p><u>10%</u> Responsible for reporting, analysis and forecasting ensuring the financial well-being of the City and staying current with legislation</p> <p><u>10%</u> Supervise the operation of the payroll system ensuring that all Federal and State reporting is in compliance</p> <p><u>10%</u> Plan and direct the activities of the Finance Department. Supervise department staff and assign work within the department including monitoring timelines for completion of all work. Furnish technical advice to division heads, the City Administrator, the Common Council and Mayor concerning Finance.</p>	

5% Oversee all risk management functions including administration of casualty and liability insurance programs and policy renewal

5% Develop, implement and enforce various policies and procedures necessary for all accounting/finance, treasury, and finance related IT operations

B. Job Specifications

Required Knowledge: Knowledge of the principles involved in municipal accounting, finance, and investment instruments; preparation of financial statements; municipal debt issues; property tax administration; and organizational management.

Required Skills/Abilities:

Technical

- Analytical and problem solving skills to evaluate technical situations to determine appropriate course of action
- Skill in quantitative and subjective analysis of financial data and information
- Ability to use personal computer equipment to access, retrieve and input information using a variety of software programs including Microsoft Word and Excel
- Familiarity with Financial Accounting software
- Ability to exercise sound judgment
- Ability to prepare and analyze comprehensive report
- Ability to read, understand and process routine and complex information in written form

Communication/Interpersonal

- Ability to display initiative
- Skills in diplomacy and interpersonal relations
- Skill in delegating work to appropriate individuals
- Ability to evaluate and/or make independent decisions, with or without supervision
- Ability to organize individuals of diverse needs toward a common goals
- Skill in written communication adequate to prepare documents for audience ranging from staff members to the community at large
- Ability to maintain effective working relationships with individuals at all levels of the organization
- Ability to make oral presentations to groups of various sizes and compositions

C. Qualifications Required:

The above knowledge, skills and abilities are normally acquired through completion of a Bachelor's degree in public administration, accounting, or finance and at least three-five years of progressively responsible experience in finance or accounting. Equivalent combinations of training and experience could contribute toward the mastery of the above. A Master's degree in Management, Accounting or Finance is desirable but not required.

Position requires a valid driver's license.

D. Title of Immediate Supervisor: The incumbent reports to the City Administrator.

E. Working Conditions:

While performing the duties of this job, the employee is frequently required to sit, to walk, to stoop, bend or crouch, to operate a motor vehicle. The incumbent is routinely required to talk and hear and understand within an office environment and to perform tasks that requiring both near and far acuity. The incumbent will routinely perform typing or data entry and have contact with the public. Must hear and understand within an office environment. The incumbent frequently works independently but also works in cooperation with others to accomplish joint projects. The incumbent may be required to work irregular or extended hours on demand with short notice.

The incumbent must maintain alertness commensurate with being responsible for the health and welfare of others.

The working environment is generally favorable. Lighting and temperature are adequate and there are rarely hazardous or unpleasant conditions caused by noise, dust, etc.

F. Supplemental Information:

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals:

Human Resources Manager

_____ Date: _____

Department Head or Designated Representative

_____ Date: _____

Incumbent

_____ Date: _____