



CITY OF
SHOREWOOD

POSITION TITLE: Finance Director/Treasurer
DEPARTMENT: Finance
ACCOUNTABLE TO: City Administrator
SUPERVISES: Senior Accountant

OBJECTIVE AND SCOPE

To plan, develop and supervise City financial functions in order to provide efficient, effective and accurate accounting and control systems for the City.

ESSENTIAL FUNCTIONS OF THE POSITION

- A. Administers financial activities and accounting operations of the City.
1. Supervises all accounting functions, including cash records and control, receivables, payables, subsidiary reports and invoices.
 2. Performs cash flow analysis and supervises bank transactions.
 3. Prepares and distributes monthly financial statements to the City Council, Commissions, and City Administrator.
 4. Prepares and provides quarterly financial reports and statements to City Council.
 5. Reviews purchase orders and disbursement requests for compliance with City budget.
 6. Maintains financial ledgers, journals and subsidiary reports.
 7. Supervises operation & maintenance of computerized accounting system.
- B. Invests City funds according to legally approved investment policies and guidelines and maintains detailed records of investments.

1. Anticipates City cash and liquidity needs and invests funds to provide necessary cash flow.
 2. Maintains the safety of invested funds while maximizing returns on investments in compliance with investment policies and guidelines.
- C. Manages staff performing payroll, utility billing, and general accounting for the City.
1. Ensures the proper preparation of payroll checks for all City employees and the maintenance of payroll records.
 2. Ensures proper preparation of withholding reports and deposits, and all monthly, quarterly and annual reports as required by law.
 3. Oversees maintenance of the computerized payroll system.
 4. Supervises preparation of quarterly utility billing and maintenance of computerized utility billing system.
- D. Coordinates preparation of annual budget with City Administrator based upon goals and objectives established by the City Council.
1. Prepares and manages all departments' yearly budget.
 2. Responsible for financial projections and budget estimates as required.
- E. Annually reviews and updates City Capital Improvement Financing Program with City Administrator, City Engineer and Public Works Director.
- F. Coordinates annual audit and preparation of year end reports.
1. Prepares year end detail for Comprehensive Annual Financial Report (CAFR).
 2. Schedules annual audit and prepares work papers, summaries and all other information required by auditors.
 3. Provides audit and CAFR to City Council along with a summary of City's year-end financial status.
- G. Assists with the coordination of City data processing and computer system needs.
- H. Manages the City's fixed assets procedures and records.
1. Reviews and establishes procedures to assure the protection of City assets.

2. Supervise the preparation and maintenance of the City's fixed asset records in accordance with the Capital Asset policy adopted by the City Council.
- I. Manages City special assessment procedures and records.
 1. Coordinates with City Engineer the preparation of special assessment rolls.
 2. Prepares and certifies all assessment of new levies, equalization, division splits, and delinquent utility certification to the Council for tax collection.
 - J. Monitor and draft legislation as it pertains to financial operation of the City.
 1. Informs City Council of impending or adopted legislation.
 2. Drafts ordinances, amendments, and resolutions.
 - L. Responsible for the preparation and filing of State and Federal reports (quarterly and annual payroll tax reports, PERA reporting, sales & use tax reports, etc.)
 - M. Serves as a member of various employee committees.
 - N. Performs other duties as apparent or assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities of all employees within the finance department in accordance with City policies and applicable laws. Responsibilities include training; planning, assigning, and directing work; evaluating performance; rewarding employees; disciplining employees including oral and written reprimands and the ability to suspend; transferring; adjusting grievances; addressing complaints and resolving problems of employees. Responsibilities also include the ability to effectively recommend: hiring; promoting; demoting; and discharging employees.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) in Accounting, Finance, Business Administration or related field. Minimum of three years related experience in responsible municipal financial management and municipal accounting. Masters degree in a related field, CPA, Certified Public Finance Officer, and supervisory experience preferred.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret documents, procedure manuals, general business periodicals, professional journals, financial data, technical procedures, and governmental regulations.

- Ability to prepare clear reports and correspondence.
- Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, and the general public.
- Ability to establish and maintain effective working relationships with department heads, other employees, public officials, and the general public.
- Ability to make arithmetic computations using whole numbers, fractions, and decimals.
- Ability to compute rates, ratios, and percentage
- Thorough knowledge of the principles and practices of governmental accounting, budgeting, payroll administration, and assessment and levy procedures.
- Ability to develop sound accounting systems and procedures.
- Ability to plan, coordinate and perform work involved in varied financial and related activities.
- Ability to analyze and interpret fiscal and accounting records.
- Ability to prepare comprehensive financial statements and reports and to recommend and administer general controlling policies.
- Thorough knowledge of state and federal regulations, policies and procedures concerning municipal accounting and government financial operations.
- Knowledge of modern office practices and procedures and standard office and accounting equipment and software.
- Knowledge of office systems and machinery, especially computer and information processing systems.
- Should possess a thorough operational knowledge of City financial systems and procedures.
- Ability to supervise and motivate Finance Department personnel, and to delegate tasks to appropriate personnel.
- Ability to work amicably with others in a small office environment.

In compliance with the American With Disabilities Act the following represents the Physical and Environmental Demands: The position requires an equal amount of time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying objects weighing up to twenty five (25) pounds is sometimes required. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required. Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performing this position. The majority of the workday is spent indoors.