

**City of Searcy
Finance Director
Job Description**

Exempt: Yes
Safety Sensitive: No
Department: Mayor
Reports To: Mayor
Location: City Hall
Date Prepared: October 24, 2023

GENERAL DESCRIPTION OF POSITION

The Finance Director directs the City of Searcy's financial planning and accounting practices as well as its relationship with lending institutions, citizens, and the financial community by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops long-range plans for the City's financial operations, including revenue growth, taxation, borrowing, and capital improvement programs.
2. Develops and implements policies and procedures for the investment of City funds.
3. Develops and implements policies and procedures for receiving, expending, and accounting for City funds; directs an internal audit program to ensure compliance with City policy, generally accepted accounting principles, and the conservation and protection of assets.
4. Directs the development and implementation of the annual budget along with the City Clerk/Treasurer and Mayor.
5. Prepares annual and multi-year revenue estimates for use in budget preparation; develops other budget summaries and schedules.
6. Ensures that the total budget is compiled and presented to the City Council by established deadlines; presents information regarding budget requests and revenue estimates to the Mayor and City Council as required.
7. Appraises the City's financial position and issues periodic reports on the financial stability, liquidity and growth.
8. Attends City Council meetings and other meetings as required.
9. Assists, upon request, the City Clerk/Treasurer with bank statement reconciliations.
10. Develops long-term operational and capital finance plans and takes a proactive approach to positioning the City's response to financial impacts resulting from changing economic conditions and legislative actions.
11. Confers with and advises the Mayor and City Council, City boards and commissions, and City department directors regarding fiscal operations, budget administration and fiscal aspects of contracts.

12. Prepares and interprets financial reports, costs analysis, and statistical data for the Mayor and City Council.
13. Manages City's investment portfolio and debt issuance.
14. Assists in the planning and oversight of the fiscal aspects of City bond issues; develops bond issues by determining methods of financing, recommending method of sale for bonds and working with bond counsel and financial advisors to prepare required documentation.
15. Provides information required by bond rating services to ensure City bond issues are rated.
16. Directs activities required to administer and collect payment in lieu of tax and administrative fees for industrial development, tourism, and related revenue bonds.
17. Approves annual internal audit and inventory work plan; implements procedural changes as needed to correct any problems found.
18. Approves and oversees payroll financial reporting.
19. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. A Bachelor of Science degree in accounting or finance is the minimum educational requirement for this position. CPA and/or two years of governmental accounting would be preferred. Appropriate work experience in accounting functions may be substituted if first approved by the Mayor.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, business administration, finance, etc. Bachelor's degree from a four-year college or university and six (6) years of related experience and/or training; or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and interpret common financial reports, and legal documents. Ability to respond to common inquiries from citizens, regulatory agencies, media, financial institutions or other interested parties. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability, fractions, percentages, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

INTERNAL COMMUNICATIONS

Regular contacts with Mayor and City departments. Contact with members of the City Council as needed.

EXTERNAL COMMUNICATIONS

Contact with vendors, citizens, outside representatives, and community groups as needed.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer and Microsoft Office Suite and accounting software, and/or other related software programs. Must be able to effectively operate standard office equipment. Must learn and become proficient with the City's financial software.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff. Must possess effective communication skills; possess good judgment; good powers of observation and memory. Ability to interpret a variety of city, county, state and federal laws. Comprehensive knowledge of accounting and auditing principles and practices, governmental finance, budget process, purchasing principles and practices, state and local tax privilege fee laws and ordinances and applications for finance and accounting, cost/revenue projections methods and techniques, available investment options and employee benefit plans.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, and sit. The employee is required to reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated. Nothing in this job description restricts management's right to assign or reassign responsibilities and tasks at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function can be evaluated as necessary. Should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.