

CITY OF TAFT, TEXAS
JOB DESCRIPTION

JOB TITLE: Finance Director
FLSA: Exempt
REPORTS TO: City Manager
DATE: September 26, 2024

JOB SUMMARY:

Under the general direction of the City Manager, the Finance Director is responsible for supervising and participating in the financial management of the City of Taft. This includes maintaining accurate financial records, preparing reports, and managing revenues, expenditures, accounts payable, and utility billing to ensure the City's financial stability and compliance with all applicable laws and ordinances. The Finance Director also performs related duties as required to support the financial administration of the City.

DUTIES & RESPONSIBILITIES:

- 1. Financial Records Management:**
Maintains accurate and comprehensive financial records and accounts for the City's general, special, and enterprise funds. Ensures all financial activities comply with state laws, local ordinances, and generally accepted accounting principles (GAAP).
- 2. Reporting:**
Prepares and submits periodic and special financial reports to the City Manager and City Council, reflecting the financial status of the City. Ensures transparency and accuracy in all financial reporting.
- 3. Revenue and Expenditure Processing:**
Oversees the processing of City revenues, investments, and disbursements, ensuring accurate record-keeping and compliance with established accounting systems.
- 4. Payroll Management:**
Computes and processes the City's payroll, ensuring accuracy and compliance with applicable laws. Prepares and maintains all related records and reports.
- 5. Insurance and Claims Management:**
Manages the processing and preparation of records and reports related to workers' compensation, casualty insurance, and other employee benefits.
- 6. Budget Preparation:**
Gathers, compiles, and analyzes data to assist in the preparation of budget recommendations. Works closely with the City Manager and department heads to develop and monitor the City's budget.
- 7. Supervision of Personnel:**
Supervises Accounts Payable and Utility Billing staff, ensuring efficient and accurate

processing of payments, billing, and maintaining good relationships with vendors and customers.

8. Compliance and Internal Controls:

Ensures the implementation of internal controls to safeguard the City's assets and ensure compliance with all financial regulations.

9. Other Duties:

Performs other duties as assigned by the City Manager to support the financial health and operations of the City.

EDUCATION & EXPERIENCE:

- A high school diploma or equivalent is required, supplemented by specialized training in accounting practices.
 - A Bachelor's degree in Accounting, Finance, or a related field, or a CPA (Certified Public Accountant) certification is preferred but not required.
 - A minimum of four (4) years of experience in maintaining double-entry financial and payroll records of moderate complexity is required.
 - Experience in municipal finance and knowledge of state laws governing financial management in Texas cities are preferred.
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KNOWLEDGE, SKILLS & ABILITIES:

- **Accounting Expertise:**
Thorough knowledge of accounting principles, municipal finance regulations, and the financial ordinances of the City of Taft. Familiarity with federal funding sources and electronic data processing applications for financial record maintenance.
 - **Supervisory Skills:**
Ability to effectively supervise and train assigned employees, ensuring the accurate performance of their duties.
 - **Communication Skills:**
Ability to prepare and present clear and concise financial reports, memos, and correspondence. Strong interpersonal skills for interacting with City officials, employees, and the public.
 - **Bondability:**
Must be bondable according to Texas law and city ordinance requirements.
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SUPERVISORY RESPONSIBILITIES:

- Supervises Accounts Payable and Utility Billing staff, ensuring their compliance with city policies and procedures.

WORKING CONDITIONS:

- Requires occasional lifting and moving of equipment and other items weighing up to 50 pounds.

TRAVEL REQUIREMENTS:

- Travel is less than 10%, primarily for training, conferences, and meetings related to municipal finance.

SPECIAL LICENSES AND OTHER REQUIREMENTS:

- Must be bondable in accordance with Texas law and city ordinance requirements.