

# City of Lockhart, Texas

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Finance Director

**Department:** Finance

**Pay Grade:** 120

**FLSA Status:** Exempt

#### JOB SUMMARY

The Finance Director directs financial activities for the City in customer services, information systems, accounting, budgeting, budget development and monitoring, financial forecasting, purchasing, investments, payroll, accounts payable/accounts receivable, and annual auditing. An incumbent in this position also acts as a liaison and financial manager for the Hotel Occupancy Tax Board, Treasurer for Lockhart Economic Development Corporation (LEDC), liaison for Information Technology (IT) management services, and liaison with municipal software services.

#### ESSENTIAL JOB FUNCTIONS

- Develops, consolidates, prepares, monitors, administers, and revises City operating and capital budgets.
- Coordinates matters relating to the comprehensive annual financial audit, including preparation of work paper, delivery of balanced trial balance, related closing entries, and computer related year end closing and opening.
- Works with departments on budget, contracts, bids, agenda items, purchase orders, coding, grants, and budget amendments.
- Updates, discusses, and advises management and City Council on financial functions, budget, and status for the City.
- Directs and prepares reports for both internal and required reporting to government agencies in compliance with government accounting principles.
- Formulates, monitors, and revises financial, accounting, and investment policies and procedures.
- Oversees, plans, and coordinates functions of Finance Department and support staff.
- Reviews and approves: purchasing, accounts payable, and accounts receivable documents; payroll registers for payment; and various grant programs.
- Plans and coordinates with appraisal district to ensure: accurate calculations of property taxes; preparation of Truth-in-Taxation schedule, public notices, and council agenda items during budget process.
- Oversees administration of Hotel Occupancy Taxes including: annual recipient letters; presentations to Council; review of reports; review of spending; and annual contracts.
- Directs revenue collections, cash management, investments, bonds, treasury, and debt management activities for the City.

- Develops, prepares, and monitors the depository agreement and various requests for proposals.
- Directs audit functions with external auditors.
- Reviews and approves contracts with other entities; goes out for bid; and makes recommendations on items over \$25,000.
- Develops, prepares, and monitors accurate recording and accounting of fixed assets.
- Interprets and applies various laws and regulations.
- Analyzes expenditures, taxes, and federal reports.
- Oversees personnel management activities in accordance with laws, regulations, and policies.
- Oversees utility billing and meter reading activities in accordance with laws and regulations.
- Manages accounting and financial management systems' maintenance, data entry, and management of data; serves as liaison with Information Technology (IT) management services provider; reviews IT tickets prior to monthly billing; and approves monthly payment
- Serves as liaison with municipal software service provider; deals with software issues as they arise; and approves software annual contracts, invoices, and bids.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Requires Bachelor's degree in accounting, finance, or a related field from an accredited school, five (5) years of related experience supervising and administering a municipal or government general accounting and utility accounting function, or an equivalent combination of education and experience; additional experience with 4A and 4B law along with Certified Public Accountant (CPA) and/or Certified Government Finance Officer (CGFO) designation preferred.

#### **Licenses or Certifications:**

- Certified Government Finance Officer (CGFO) or Certified Public Accountant (CPA) designations preferred.

#### **Special Requirements:**

- Pass a thorough criminal background check.
- Possess and maintain a valid Texas driver's license, Class "C", with an acceptable driving record.
- Ability to maintain regular, reliable in-person attendance and to work extended hours as needed.
- Use a 10-key calculator by touch.
- Comply with the City's drug free workplace policy including any testing requirements that might be applicable.

#### **Knowledge, Skills and Abilities:**

- Knowledge of Generally Accepted Accounting Procedures (GAAP) including procedures for grant accounting, auditing, and internal controls.
- Knowledge of utility billing management and rate analysis.
- Knowledge of personnel rules and regulations.
- Knowledge of Comprehensive Annual Financial Report (CAFR) and 4A and 4B law.
- Knowledge of accounting software systems and data processing applications.

- Skill in using Microsoft Office (such as Excel and Word) and department software.
- Skill in using a 10-key calculator.
- Skill in performing basic math computations including addition, subtraction, multiplication, division, and calculating percentages.
- Skill in writing clear and concise messages and writing reports/correspondence.
- Skill in organizing and delegating.
- Ability to supervise and evaluate the work of others.
- Ability to meet deadlines.
- Ability to perform accounting transactions accurately.
- Ability to work extended hours as necessary.
- Ability to establish, accept, delegate, and control policies and procedures of the City.
- Ability to work cooperatively with fellow employees and supervisors.
- Ability to read and interpret difficult source documents.
- Ability to create and deliver presentations.
- Ability to use tact and diplomacy.
- Ability to analyze and solve problems.
- Ability to deal with challenging situations.
- Ability to establish and maintain effective work relationships with other staff, department heads, vendors, government officials, and the general public.
- Ability to maintain confidentiality.

### **PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

C	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
O	• Hearing 2: Receiving detailed information; making discrimination in sound.
R	• Kneeling: Bending legs at knee to come to a rest on knee or knees.
O	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
F	• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
C	• Mental Acuity: Making rational decisions through sound logic and deductive processes.
O	• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
O	• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
F	• Reaching: Extending hand(s) and arm(s) in any direction.
C	• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.

C	• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
F	• Standing: Being erect particularly for sustained periods of time.
C	• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
C	• Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
F	• Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

### **WORK ENVIRONMENT**

Work is performed inside a climate-controlled building and is a relatively safe and secure work environment that may periodically have unpredicted requirements or demands and may require occasionally going out to the field to investigate customer complaints and meter reading problems.

***The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

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Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date