



JOB DESCRIPTION

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| JOB TITLE: | Finance Director |
| DEPARTMENT: | Finance |
| CLASS TYPE: | Official / Administrator |
| REPORTS TO: | City Manager |
| FLSA STATUS: | Regular / Full-time; Exempt |

JOB SUMMARY

Under the general direction of the City Manager, the Finance Director plans, organizes, develops, implements and administer all of the financial affairs of the City in such a manner as to insure accurate overall financial records and prompt payment of bills for services or goods received; and to assist the City Manager with budgetary matters. Duties include supervision of all financial functions and transactions including budgeting, Accounts Payable/Receivable, Purchasing, Utility Billing, Municipal Court, Investments and Data Processing.

ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to the following:

- Supervises all personnel assigned to the Finance Department.
- In accordance with generally accepted accounting principles, insures the maintenance of a general accounting and financial records system for the City and exercises fiscal control of the City activities;
- Supervises and is responsible for the overall accounting function which includes bookkeeping, payroll, accounts payable, budgeting, internal auditing, revenue control and budgetary control;
- Supervises and is responsible for the City's purchasing function, including the procurement of goods and services approval of all purchase requests based on availability of funds;
- Represents the City of Forest Hill in its relationship with the Tarrant County Appraisal District;
- Supervises and is responsible for the City's utility billing functions including proper billing and collection of water/sewer system revenue.
- Performs and supervises the City's data processing function which includes coordinating computer applications, planning new applications, problem solving, and overall operation of the computer system;
- Has responsibility for planning, investing, and coordinating City funds to insure maximum return for the City;

- Works with and assists various agents, auditors, and consultants who provide services to the City;
- Provide information to City Manager and Council as requested on various fiscal matters;
- Coordinates the preparation and utilization of each annual budget;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent working knowledge of and ability to apply generally accepted accounting principles with special emphasis on municipal governmental accounting and reporting; knowledge of investment procedures and return rates; ability to hire, supervise, and train employees, knowledge of budgeting procedures and formats; knowledge of and ability to apply office management skills; ability to establish and maintain effective working relationships with accounting and audit officials in local, state and federal government agencies and in the private sector; effective communications skills.

REQUIRED TRAINING AND EXPERIENCE:

Bachelor's Degree in Accounting, Finance, Business or Public Administration with four years municipal experience, knowledge of accounting, budgeting, EDP, investing, purchasing, insurance, utility billing and supervision. Prefer MBA/MPA/CPA (can be substituted for two years experience);

OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

The City of Forest Hill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Forest Hill will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the duties and responsibilities of this job description.

Employee Signature

Date

Supervisor Signature

Date