



DEPARTMENT: Finance SALARY LEVEL: E01  
DIVISION: Administration JOB CODE: Executive  
SUPERVISOR'S TITLE: City Manager FLSA STATUS CODE: Exempt  
Positions Supervised: Sr. Accountant  
Sr. Management Analyst  
Accounts Payable/Payroll Clerk

**JOB SUMMARY:**

Reporting to the City Manager, the Finance Director is a critical member of the City Manager's Executive Management Team providing day-to-day leadership to and managerial oversight of the Finance department. Establishing positive, trusting, and productive relationships with the City Council, City Management Team, City Finance Team, department heads, and other City employees is imperative.

**ESSENTIAL JOB FUNCTIONS:**

1. Identifies, monitors, reviews, manages and makes recommendations regarding the city's long and short-term investment objectives, strategies and placements; researches and analyzes financial trends and markets; provides ad hoc and regularly scheduled reports related to a variety of financial and other areas of operation; responds to inquiries from the City Manager, Mayor, City Council, general public and others regarding the city's financial status, goals and objectives; reviews and recommends collection enhancement strategies and programs.
2. Compiles the submissions of departmental budget requests; works with department heads, City Manager, Mayor, City Council and others in understanding and developing budget documents; reviews requests and checks figures and submissions for accuracy; provides budget drafts and final budget documents for review by various city officials; investing of public funds and reporting of investments; reviews and or prepares contracts and bids for the bid process; monitors expenditures; reviews purchases and requests for purchases for compliance with established purchasing requirements, policies and procedures.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.



3. Coordinates all activities associated with periodic and regularly scheduled audits; works with auditors in gathering and presenting requested information and/or documentation; responds to inquiries and requests for information; presents audit findings to appropriate city officials; identifies and recommends areas of improvement, policy and procedure modifications and other changes identified by the audit process; supervises staff in areas of assignment.
4. Supervises and is responsible for the overall accounting function which includes bookkeeping, payroll, accounts payable, budgeting, internal auditing, revenue control and budgetary control.

**OTHER JOB FUNCTIONS:**

5. Supervises and is responsible for the City's purchasing function, including the procurement of goods and services approval of all purchase requests based upon availability of funds
6. Oversees the City's tax assessing-collecting function which includes the proper billing and collecting of municipal property taxes and represents the City of Forest Hill in its relationship with the Tarrant County Appraisal District
7. 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
8. Has responsibility for planning, investing, and coordinating City funds to insure maximum return for the City
9. Works with and assists various agents, auditors, and consultants who provide services to the City
10. Provides information to City Manager and Council as requested on various fiscal matters
11. Coordinates the preparation and utilization of each annual budget
12. Performs such other duties as may be assigned

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**MINIMUM QUALIFICATIONS:**

Knowledge, Skills and Abilities Required:

- 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

**Qualifying Education and Experience:**

A bachelor's degree from an accredited college or university in accounting, finance, business, public administration, or a related field is required. A minimum of seven (7) years of progressive managerial experience in an executive level position in government finance, accounting, or auditing is also required. Or, a bachelor's degree in Accounting, Finance, Business, Business Administration or closely related field and seven years of progressively responsible financial services, investment, budget development or closely related responsibilities that included at least three years of staff management and/or supervisory responsibilities. Experience as a Finance Director in a small city or Assistant Finance Director in a larger city is preferred. A master's degree is preferred, as is a certification as a Government Finance Officer and/or Certified Public Accountant.

Written/Modified By:

Melissa McDougall  
Melissa McDougall, Human Resources & Civil Service Director

Date: 07/28/2022

Approved By:

Venus Wehle  
Venus Wehle, Interim City Manager

Date: 7/28/2022

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