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## THOMPSON'S STATION MUNICIPAL GOVERNMENT

### Job Description

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**Job Title: Finance Director**

**Position Summary:** This position is responsible for all phases of the financial activities of the Town related to budgeting, accounting, tax collection, and financial record keeping. Work involves the application of basic governmental accounting principles and state and federal reporting requirements and practices within the limits of policies and procedures established by the Town. This employee must routinely use independent judgment when performing tasks.

An employee in this position is responsible for human resource recordkeeping and accounting tasks involved in maintaining journals, ledgers and financial statements in accordance with established policies and procedures including Governmental Accounting Standards Board (GASB) Statements and Generally Accepted Accounting Principles (GAAP) for Local Governments. A working knowledge of additional guidelines as mandated by the Internal Revenue Service Code, other applicable State law, Town Ordinances and departmental procedures is required.

**Minimum Qualifications and Required Knowledge, Skills and Abilities:**

**Education:** Bachelors degree in Accounting, Finance, Business Management or closely related field.

**Requirements:** Ability to perform arithmetic problems with a high degree of accuracy and consistency. Ability to work independently or with a team on a variety tasks. Must have the ability to communicate effectively, both orally and in writing. Certified Municipal Financial Officer designation required within two (2) years of employment.

**Experience:** Six (6) years of performing accounting functions and formal training or extensive on-the-job experience. Works with, understands and evaluates technical information related to the job and advises others on technical issues.

Reports Directly to: Town Administrator

Review Responsibility: Town Administrator

**Essential Duties and Tasks:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Maintain accurate financial records and assure all accounting functions are performed on schedule**

- Prepare budget, coordinate budget process and monitor approved budget

- Maintain Financial Record for each of the Town funds as required
- Manage accounts payable, revenues and cash
- Track bonds (LOC's), set-up and maintain files, spreadsheets, etc.
- Perform month-end close and prepares full trial balance for each fund's general ledger
- Perform monthly bank account reconciliations for the Town main checking accounts
- Maintain fixed asset listing and depreciation schedule for the Town
- Prepare all required financial statements
- Responsible for the management of the Town's investment portfolio and cash management
- Work with outside auditors to complete all audit requirements
- Develop and manage financial policies and programs
- Administer and collect Business tax
- Process monthly billing and collection for various town services
- Make recommendation to the Board of Mayor and Aldermen on financial matters
- Attend and participate in all committees/commissions/boards as assigned

**Administer general office functions**

- Prepare payroll for Town employees and maintain payroll records
- Process all payroll and payroll tax reports in a timely manner
- Transact financial matters on the behalf of the Town
- Coordinate insurance and risk management
- Maintain complete and accurate personnel files in accordance with state and federal guidelines

**Interact effectively with diverse community members**

- Communicate effectively with the public orally and in writing
- Communicate the Town's position effectively in public forums and meetings

**Interact effectively with Town employees**

- Support other staff in the development and implementation of goals, objectives, policies, or priorities
- Facilitates and works with a "team oriented" environment, being both an effective team leader and team member
- May need to train and supervise staff including consultants
- Handles confidential information with tact and discretion

**Physical Requirements and Work Environment:**

The position requires sitting, standing, walking, reaching, twisting, bending, and crouching in the performance of daily duties. The position also requires the ability to lift, carry or move items up to 25 pounds. The Finance Director may also be required to be available during emergency situations and may be required to work irregular or extended hours as necessary to complete Town business.

**Employee Review:**

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Town's needs. I have been given a copy of this description.

Incumbent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Date Approved:** July 2014

**Reports to:** Town Administrator

**FLSA:** Exempt

This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.