



STAFF REPORT

DATE: November 7, 2017

CONSENT

ITEM #: 3

AGENDA ITEM: Approve Job Description and Authorize Advertising for Finance Director
SUBMITTED BY: Jake Foster, Assistant City Administrator

BACKGROUND:

At the September work session Council reviewed existing contracted services, including those for Finance Director. Staff mentioned that some other cities were having success recruiting qualified candidates and expressed an interest in seeing what the market produced for Lake Elmo. Council agreed to have staff work on a posting.

ISSUE BEFORE COUNCIL:

Should the Council approve the job description and authorizing advertising for a full-time finance director?

PROPOSAL:

Included in the packet is the proposed job description that was created by DDA during the recent job classification and compensation study. Based on market rate comparisons in the recent DDA study, the proposed salary range for a full-time finance director for the City will be between \$76,295 and \$99,175 annually.

FISCAL IMPACT:

The estimated annual fiscal impact is \$103,000-\$130,000 including salary, taxes, and benefits. The cost would be split 80% general fund, 10% water, 5% sewer, and 5% storm water.

RECOMMENDATION:

If removed from the consent agenda:

“Move to approve the job description and authorize advertising for finance director.”

ATTACHMENTS: Job description

City of Lake Elmo

Job Title: Finance Director

Department: Finance

Status: Full-time regular position

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to City Administrator

Supervisory Duties: This position is responsible for supervising Accountant and Finance Intern

Position Details: This position is responsible to plan, develop, and oversee the City financial functions to provide efficient, effective, and accurate reporting. This includes the oversight and coordination in the preparation of the Comprehensive Annual Financial Report and the annual audit. This position is responsible for the investment and reconciliation of all the City funds and making required bond payments and the bond funding recommendations as needed. This position is also responsible for the coordination of the annual budget and CIP reports. This position provides clear communication and technical support to the City Council, Finance Committee, and City Administrator through reports and presentations.

Annual Budget:

- Supervises all accounting functions, including cash records, control, receivables, payables, subsidiary reports and invoices
- Performs cash flow analysis and supervises bank transactions
- Prepares and distributes monthly financial statements
- Reviews purchase orders and disbursement requests for compliance with City budget
- Maintains financial ledgers, journals, and subsidiary reports
- Conducts analysis of project financing and refinances, and is responsible for preparation and implementation of financing and refinancing
- Supervises the operations and maintenance of computerized accounting system

Annual Budget:

- Prepares and manages Finance Department budget
- Responsible for financial projections and budget estimates as required
- Maintains the safety of invested funds while maximizing returns on investment in compliance with investment policies and guidelines
- Ensure proper preparation of all withholding reports and deposits, and all monthly and quarterly reports required by law
- Anticipates City cash and liquidity needs and invests funds to provide necessary cash flow

Utility Billing:

- Ensures the proper preparation for utility billing and maintenance of computerized utility billing systems
- Prepares assessments for the County

Employee Relations:

- Responsible for performance of risk management
- Ensures proper preparation of payroll disbursements for all City employees and maintenance of employee records
- Oversees maintenance of computerized payroll system

Supervisory Responsibilities:

- Establishes and maintains policies and procedures for the Department
- Carries out supervisory duties in accordance with the City's policies and applicable laws
- Responsible for training, planning, assigning and directing work
- Responsible for evaluating performance, rewarding employees, disciplining employees
- Responsible for responding to grievances, addressing complaints and addressing problems of employees

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Position Requirements

Knowledge, Skills and Abilities:

- Demonstrates ability to prioritize tasks, solve problems and meet deadlines
- Works well with internal staff and provides them with accurate and timely financial reports and problem resolution when appropriate
- Makes minimal errors completing recurring entries, bank reconciliations, monthly billings, calculations, subsidiary spreadsheets, accounts payable and payroll processing
- Ability to perform with minimal supervision
- Contributes to the team effort and positive image of the Department by consistently providing a high level of support to internal and external customers
- Promptly resolves accounting problems in a constructive and well-documented manner
- Maintain internal and external relationships via in-person, phone, or e-mail with residents, vendors, auditors, staff, realty agents and bank professionals

Education: four-year degree in Accounting, Finance, Business Administration or related field

Requirements: Minimum of five years' experience related field and experience in municipal finance management and municipal accounting

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Microsoft Office Products

Desired Qualifications:

- CPA
- Supervisory experience

Physical and Mental Requirements: Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects. The individual may encounter unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts.

*** The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: Most work is performed in an office setting

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies

*** The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*