



## STAFF REPORT

DATE: August 3, 2022

### **CONSENT**

**AGENDA ITEM:** Approve Job Description and Authorize Advertising for Finance Director

**SUBMITTED BY:** Kristina Handt, City Administrator

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#### **BACKGROUND:**

The Finance Director position has been vacant since June as we await the completion of the department audit and class and compensation study. Unfortunately those items are not completed but we have been given enough preliminary feedback to begin to advertise for the Finance Director Position.

#### **ISSUE BEFORE COUNCIL:**

Should the Council approve the new job description and authorize advertising for the Finance Director position?

#### **PROPOSAL DETAILS/ANALYSIS:**

As part of their work, Baker Tily is supposed to update job descriptions. However, due to staffing changes on their end, those won't be completed until September now. In order to move forward with the Finance Director posting I've proposed some updates to the job description at this time. If Baker Tily changes formats or has other changes those can be incorporated before the position is filled.

A redlined version is included in your packet. The changes include new language under supervisory duties to make the supervisory duties more clear and the format is consistent with the public works director position which oversees many employees in different positions. I've removed the reference to the accountant and utility billing clerk specifically in this section and left it more open. As you will hear at the August work session, Matrix is recommending a reorganization of the department to include a Finance Coordinator, Payroll/AP Clerk and Utility Billing Clerk. I've separated the Accounting and Budgeting duties into two separate areas however, there is no significant changes in the duties from what the finance director has been performing. Under employee relations, I did add language about managing the city's property and liability insurance. This task had been with the finance director until we added an assistant administrator. We've found, and the department audit has confirmed, that it is more efficient to keep this with the finance director since that position also has to manage the fixed asset list for auditing purposes. The last change is in the requirements section. We are now requiring 3 years of supervisory experience rather than listing it under desired qualifications. The position's supervisory requirements have grown since the last full job description analysis was done when the finance department consisted of only the finance director and a part time accounting clerk in 2017.

#### **FISCAL IMPACT:**

The proposal is to advertise the position at the new grade 12 of the updated pay plan being prepared by Baker Tily. The new pay plan has a range of \$101,049-141,469. However, Baker Tily has commented that even experienced folks need time to get acclimated with our organization and for that reason recommend not hiring anyone above the mid-point. That's the difference noted on the salary range and anticipated hiring range on the job posting. Adopting a policy like this will also help to maintain internal equity in the future.

The position had been budgeted at \$105,477 for this year so depending upon the hire, it may be above budget for the remaining 1-2 months they may work in 2022. The midpoint is used in 2023 budget preparations.

**OPTIONS:**

- 1) Approve the job description as presented and authorize issuing the posting for Finance Director
- 2) Amend and then approve one or both the job description or posting for Finance Director.
- 3) Do not update job description and advertise for Finance Director.

**RECOMMENDATION:**

If removed from the consent agenda:

***“Motion to approve the Finance Director job description and authorize advertising the position.”***

**ATTACHMENTS:**

- Finance Director Job Description
- Posting

# 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 supervises employees in the Finance Department. This position is responsible for the overall direction, coordination, and evaluation of associated functions. This position carries out supervisory responsibilities in accordance with policies, procedures, and applicable laws of the City. 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 Annual Comprehensive 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 and City Administrator through reports and presentations.

## **Accounting/Budgeting:**

- Supervises all accounting functions, including cash records, control, receivables, payables, subsidiary reports and invoices
- Performs cash flow analysis and supervises bank transactions
- ~~Anticipates City cash and liquidity needs and invests funds to provide necessary cash flow~~
- ~~Maintains the safety of invested funds while maximizing returns on investment in compliance with investment policies and guidelines~~
- Prepares and distributes ~~monthly~~ quarterly financial statements ~~and investment update~~
- 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
- ~~Work with City Financial advisors to issue new debt, refinance debt and make required bond payments~~
- Supervises the operations and maintenance of computerized accounting systems
- ~~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
- Track, compile, update and submit assessments to County annually
- ~~Anticipates City cash and liquidity needs and invests funds to provide necessary cash flow~~

#### **Budgeting:**

- Leads the annual budgeting process for all funds
- Prepares and manages Finance Department budget
- Updates fee schedule annually or as needed
- Responsible for financial projections and budget estimates as required including annual and long range plans for all funds
- Coordinates the development of the Capital Improvement Plan, prepares report and presents to Planning Commission and City Council

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#### **Utility Billing:**

- Ensures the proper preparation for utility billing and maintenance of computerized utility billing systems
- Works with Utility Billing Clerk to solve issues and improve reporting
- Prepares assessments for the County

#### **Employee Relations:**

- Responsible for performance of risk management including overseeing the city's property and liability insurance programs
- Ensures proper preparation of payroll disbursements for all City employees and maintenance of employee records
- Oversees maintenance of computerized payroll system
- Works with Building Department to prepare and submit annual Municipal Fee and Expense Report

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#### **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, including at least three years of supervisory experience.

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.*



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

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Accepting Applications for the Position of:

## Finance Director

**BI-WEEKLY SALARY RANGE: \$3,886.50-\$5,441.11**

**ANTICIPATED HIRING RANGE: \$3,886.50-\$4,663.80**

**OPENING DATE:** 8/8/22

**CLOSING DATE:** Open until filled – first round of reviews will start 9/6/22

**POSITION TITLE:** Finance Director  
**DEPARTMENT:** Finance  
**ACCOUNTABLE TO:** City Administrator

### **Primary Objective of Position**

This position supervises employees in the Finance Department. This position is responsible for the overall direction, coordination, and evaluation of associated functions. This position carries out supervisory responsibilities in accordance with policies, procedures, and applicable laws of the City. 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 Annual Comprehensive 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 and City Administrator through reports and presentations.

### **Essential Functions of the Position**

#### **Accounting:**

- Supervises all accounting functions, including cash records, control, receivables, payables, subsidiary reports and invoices
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THIS POSITION IS OPEN UNTIL FILLED, WITH THE FIRST ROUND OF REVIEWS TAKING PLACE 9/6/22

**SEND COVER LETTER, RESUME, LAKE ELMO APPLICATION AND REFERENCES TO:**

CITY OF LAKE ELMO

ATTN: Kristina Handt, CITY ADMINISTRATOR

3880 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042

PLEASE VISIT OUR WEBSITE AT **[WWW.LAKEELMO.ORG](http://WWW.LAKEELMO.ORG)** FOR ADDITIONAL INFORMATION/APPLICATION OR CONTACT US AT 651.747.3900

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER