



**FINANCE DIRECTOR  
JOB DESCRIPTION  
City of West Lake Hills, Texas**

<b>Job title</b>	Finance Director	<b>FLSA Classification</b>	Exempt, Salary, Full-time
<b>Reports to</b>	City Administrator	<b>Date Approved</b>	

**GENERAL PURPOSE**

Under the supervision of the City Administrator, plan, direct, manage and oversee the activities and operations of the Finance Department including financial planning, investments, payroll, budgeting, accounting and auditing, property management, treasury, cash & debt management, license administration, purchasing, utility billing, and management information systems; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager. Exercises significant level independent judgement and decision-making authority.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general administrative direction from the City Administrator.
- Exercises direct supervision for technical and clerical staff, exempt or non-exempt employees including Wastewater/Accounts Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assume full management responsibility for all City of West Lake Hills Finance Department services and activities including budgeting, general accounting, auditing, payroll processing, utility billing, business licenses, grant administration, and city-wide management information systems.
- Coordinate the City’s investment portfolio as authorized.
- Serve as financial advisor to the Mayor & Council and the City Administrator.
- Direct and manage the Wastewater Utility billing and collection; research and resolve billing concerns and issues; develop and implement utility billing policies and procedures. Coordinate and update the Wastewater Rate Model.
- Develop and implement Finance Department goals, objectives, policies, and priorities for each assigned service area.
- Direct business license administration; develop and implement policies and procedures.
- Review and recommend modifications to laws pertaining to municipal government finance and taxation.
- Direct the preparation of financial reports, analyses, and audits. Oversee AR/AP, bank deposits, reconciliations; monitor general ledger and monthly bank statements.
- Monitor the collection of taxes, fees, and other receipts due to the City.
- Prepare the City’s annual budget; directs cost control measures and monitor expenditures for compliance with budget appropriations for city departments.
- Prepare and submit analysis-based financial forecasting and revenue projections for all funds of the city. Prepare comprehensive and accurate financial, statistical, and operational reports including presentation to the Mayor & City Council as needed.



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- Formulate and direct the City's cash and debt management programs.
- Establish and maintain internal control procedures maintaining compliance with governmental accounting procedures.
- Manage City purchasing functions; monitor purchase of capital equipment; maintain account of the City's fixed assets, including calculation of depreciation, tracking, inventory, and disposition of assets. Secure and analyze estimates and quotes, prepare, and advertise for bids.
- Verify City bi-weekly payrolls. Supervise payroll transactions including preparation of payroll tax reports.
- Ensure compliance with City, State and Federal policies, procedures, and regulations pertaining to fiscal management and investment planning.
- Establish, within City policy, appropriate service, and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly for the Finance Department
- Plan, direct and coordinate, through subordinate personnel, the Finance Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes for the Finance Department.
- Select, train, motivate and evaluate professional, technical, and clerical Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Represent the Finance Department to other City departments, elected officials, and outside agencies; coordinate Department activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Administrator, participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of latest trends and innovations in the field of financial management.
- Respond and resolve difficult and sensitive citizen inquiries and complaints
- Assist with IT support, including interfacing with the City's IT contractor.
- Assist the City Administrator and IT Contractor as required and assigned including major projects, computer replacement, and computer issues/updates.
- Grant Administrator - monitor and comply with all requirements for grants.
- Participate/assist in all emergency management activities, as assigned.
- Perform all other duties as assigned.

### **OTHER ADDITIONAL DUTIES**

- Assist with collection of overdue fees and fines.
- Assistance and support of the Municipal Court with financial matters.



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### **QUALIFICATIONS**

#### **EDUCATION & EXPERIENCE**

- Bachelor's degree from an accredited college or university with a degree in finance, accounting, or a related field, or an equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis. Master's degree in accounting and/or related field and CFA, CPA or CGFO certification preferred.
- Five years of progressively responsible experience in local government accounting, finance, and budgeting.
- Valid Texas Driver's License
- Must be bondable.

#### **KNOWLEDGE AND UNDERSTANDING**

- Operations, services and activities of a comprehensive fiscal management, and investment planning program.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of governmental accounting and the regulations governing the reporting of municipal government financial activities.
- Principles and practices of accounting, financial planning, investment planning, internal auditing, and budgeting systems.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local taxation laws, codes, and regulations.
- Complex mathematical and accounting principles

#### **ABILITIES**

- Select, supervise, train, and evaluate staff; plan, organize, direct, and coordinate the work of subordinate staff; Delegate authority and responsibility.
- Lead and direct the operations, services, and activities of the department.
- Perform and supervise complex financial operations.
- Interact with the public, city employees, and other city officials in a positive, professional, and productive manner.
- Communicate clearly, concisely, and convincingly both orally and in writing.
- Work independently and manage multiple projects simultaneously with competing deadlines.
- Analyze problems and use independent judgment to identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Resolve conflicts between various parties in a professional and respectful manner.
- Proficient in the use of computers including Incode municipal services software and Microsoft Office, including extensive experience and proficiency using Excel spreadsheets.
- Provide outstanding customer satisfaction (internally and externally).



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### **PHYSICAL DEMANDS**

- Sit or stand for prolonged periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Possess general manual dexterity using hands and fingers to operate computer, office machines, perform office functions, and reach items with hands and arms.
- Bend or stoop to retrieve files, lift books, or other materials weighing up to 30 pounds.
- Possess mental acuity for attention to accuracy and detail.
- See in the normal visual range with or without correction to operate vehicles and office equipment, read instructions and follow directions.

### **WORK ENVIRONMENT**

- Work in an office setting.
- Attendance may be required at City Council meetings, most of which occur after regular business hours.
- Attendance may be required at other meetings which could occur after regular business hours.
- Occasionally requires travel, including over-night stays for required training and conducting City business.
- May encounter occasional stressful situations.

### **OTHER**

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.
- This is an at-will position without a definite duration or term of office.
- The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Secretary at (512) 327-3628.
- The City of West Lake Hills is an Equal Opportunity Employer.