



CITY OF WINNSBORO

JOB TITLE: FINANCE DIRECTOR

DEPARTMENT: ADMINISTRATION

Full-time; Exempt

GENERAL SUMMARY

The Finance Officer is responsible for maintaining all financial records and systems of the City and the Winnsboro Economic Development Corporation (WEDC) and serves as payroll clerk.

Reporting directly to the City Administrator, the Finance Officer provides complex administrative support, helps establish good financial management practices, and interacts with auditors, insurance representatives, City Council, WEDC Board, other public entities and vendors.

SUPERVISION

Serves as immediate supervisor to Utility Billing Coordinator and finance assistant(s)

- Process all accounts payable billing after approval by the authorized department head
- Process accounts receivable receipts other than those received by Utility Billing and Court collections

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor and maintain all phases of financial operations and cash collections for General Ledger, Utility Billing and Court operations accounts
- Ensure financial software is up to date and provide accurate and timely information
- Balance bank statements, record purchases, sales and journal entries
- Formulate and oversee cash management and investment activities to ensure compliance with the Public Fund Investment Act
- Prepare income, expense and earnings reports based on past, present and expected operations, summarize and forecast business activity and financial position
- Establish and maintain associated records for bond payments, fiscal agent and related redemption ledgers
- Analyze wage/salary reports and data to determine competitive compensation as required and report this to the City Administrator
- Maintains employee sick leave, compensatory time, personal and vacation time records, verifying employee's ability to use per request
- Review and distribute monthly finance and budget reports to City Administrator, department heads, City Council and WEDC
- Prepare monthly Hotel/Motel Tax report for City Council; deposit collections and process distribution requests
- Maintain record of airport fuel consumption, update airport fuel pricing online as necessary, provide monthly sales and fuel level history report to City Administrator
- Prepare quarterly investment report and serve on Investment and Finance Committees
- Coordinate annual audit and all supporting schedules ensuring requirements are met and implement corrective measures based on audit findings, and present alternative accounting procedures to best meet budgetary needs
- Assist City Administrator with annual budget preparation, plan and monitor all budgetary expense estimates and expenditures, assist with revenue projections as requested, provide recommendations according to accounting policy

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES

Accounting Degree or comparable finance related experience is required

Must be bondable and possess a valid Texas Driver's License

OTHER ITEMS

This job description is subject to change at any time. This is an *at-will* position without a definite duration or term of office.

This job is classed as FLSA exempt and employee will adhere to all City policies and procedures as set out in the Personnel Policy manual.

The City of Winnsboro is committed to compliance with the Americans with disabilities Act, and is an Equal Opportunity Employer.