

# NOTICE OF JOB OPENING

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**POSITION:**

Finance Director/Treasurer  
(Full-Time)

**DEPARTMENT:**

Finance

**PAY SCALE:** \$DOQ

(Depending on qualification/experience)

**POSITION SUMMARY:**

Under the direction of the City Manager, plans and directs the financial accounting and treasury functions of the City. Oversees and supervises the work of employees assigned to financial services. Ensures accurate accounting of all City funds; invests idle cash; monitors ongoing expenditures; collects taxes and other receivables; administers payroll and accounts payable; assists with debt issuance and management; and assists in preparation of the annual budget.

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***Education / Experience / Knowledge:***

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor degree in accounting, finance, business, public administration or related field, or equivalent. Necessary experience includes five years in professional accounting or financial management in a municipal setting.
- Comprehensive knowledge of the principals and practices of municipal finance, accounting, and investing.
- Thorough knowledge of municipal operations and of the underlying laws, ordinances and regulations governing such operations.
- Good knowledge of and ability to operate computers and financial-based software.
- Ability to evaluate and control a variety of municipal financial services, analyze operating problems and make sound policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City Administrators and officials, professional contacts, and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Ability to supervise and oversee the work of others.

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***Posting Dates: From September 3, 2020 and Ends October 2, 2020***