



Job Description – Finance Director

Job Title:	Finance Director	Department:	Finance
Group:	Open	FSLA Status	Exempt
Salary Range:	Open	Position Type:	Full Time
Reports To:	City Manager	Directs:	Finance, Municipal Court, Customer Service, Utility Billing and Purchasing

Applications Accepted By:

<p>E-MAIL: hrdirector@palestine-tx.org</p> <p>Subject Line: Attention: Human Resources/ Job Title</p>	<p>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)</p> <p>Lisa Cariker City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8421</p>
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Job Description

OBJECTIVE

Under administrative direction, oversees, manages, administers and supervises all aspects of the City of Palestine’s financial operations, including budget development and monitoring, long and short-term investments. This position will supervise staff in Finance, Municipal Court, Customer Service, Utility Billing and Purchasing.

ESSENTIAL JOB FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. **This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.**)

- Participates as a critical member of the City’s Executive Management Team.
- Identifies, monitors, reviews, manages, and makes recommendations regarding the city’s long and short-term investment objectives, strategies, and placements.
- Researches and analyzes financial trends and markets.
- Provides ad hoc and regularly scheduled reports related to a variety of financial and other areas of operation.
- Responds to inquiries from the City Manager, Mayor, City Council, public and others regarding the city’s financial status, goals, and objectives.
- Reviews and recommends collection enhancement strategies and programs.
- Compiles the submissions of departmental budget requests.
- Works with department heads, City Manager, Mayor, City Council, and others in understanding and developing budget documents.
- Reviews requests and checks figures and submissions for accuracy; provides budget drafts and final budget documents for review by various city officials; investing of public funds and reporting of investments.



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- Reviews and or prepares contracts and bids for the bid process.
- Monitors expenditures: reviews purchases and requests for purchases for compliance with established purchasing requirements, policies, and procedures.
- Coordinates all activities associated with periodic and regularly scheduled audits; works with auditors in gathering and presenting requested information/documentation.
- Responds to inquiries and requests for information; presents audit findings to appropriate city officials; identifies and recommends areas of improvement, policy and procedure modifications and other changes identified by the audit process.
- Supervises staff in areas of assignment.

OTHER IMPORTANT JOB FUNCTIONS

- Knowledge of applicable local, state and Federal statutes, rules, codes, regulations, requirements, City of Palestine policies and procedures, and other governing documents.
- Knowledge and or experience in public funds investing; investment vehicles and risks of investing public funds. Knowledge of the Public Investment Act.
- Knowledge of municipal bidding and contracting and governmental purchasing procedures.
- Knowledge of the principles of Generally Accepted Accounting Principles.
- Knowledge of monthly close out procedures.
- Knowledge of the principles of management and supervision.
- Knowledge of investments, investment instruments and related areas as they apply to long and short range strategic planning.
- Knowledge of intergovernmental relations and the legislative process.
- Knowledge of the principles of file and records management.
- Skill in reading, understanding, interpreting and applying a variety of complex, often conflicting informational sources, operational policies, procedures, guidelines and directives.
- Skill in assessing and analyzing complex, often conflicting priorities and making recommendations based upon information available.
- Skill in developing and presenting written and oral reports, findings and recommendations.
- Skill in developing and maintaining effective working relations with other city departments, personnel, contractors, vendors, the general public, news media and others having business with the City of Palestine.
- Skill in the audit process.
- Skill in the developing and interacting with subordinates including conflict resolution.
- Skill in operating a computer utilizing a variety of software applications.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A Bachelor's degree in Accounting, Finance, Business, Business Administration or closely related field AND seven years of progressively responsible financial services, investment, budget development or closely related responsibilities that included at least three years of staff management and/or supervisory responsibilities.



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- Working knowledge of Incode, along with troubleshooting experience.
- Bank statements kept up to date and reconciled at the end of each month, in accordance with general accounting principles.
- Certification as a Government Finance Officer (CGFO) and/or a Certification as a Public Accountant is preferred

ACCEPTABLE EXPERIENCE AND TRAINING

See Above

CERTIFICATIONS AND LICENSES REQUIRED

Must be willing and capable of completing all required courses and classes for certification requirements.
 Must possess a Valid Texas motor vehicle driver’s license.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.
 Must have and maintain a satisfactory driving record .
 Maintains regular required attendance.
 Performs other duties as assigned or required.
 This position will be required to work outside the hours of 8:00 AM – 5:00 PM. Meeting attendance may be mandatory.
 May be required to work outside the traditional work week/schedule.

ADDITIONAL INFORMATION

Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the general public during emergency situations that threaten the safety of Palestine’s citizens.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	
Received By:		Date:	