

TITLE: FINANCE DIRECTOR

DEPARTMENT: FINANCE

The primary responsibility of the Finance Director is to maintain compliance with all municipal accounting and finance administration principles, practices and policies. Those duties include but not limited to the following:

- Receipt all funds collected and record in software system.
- Receipt interest payments to all bank accounts (monthly) and certificates of deposit (based on terms).
- Reconcile bank statements for all fund accounts.
- Pay invoices for all accounts, checking for accuracy, and cross-referencing to other funds.
- Ensure receipts are collected from departments for all purchases and ensure all expenditures are permitted in accordance with state law.
- Co-sign checks on all accounts.
- Open and close bank accounts, as needed.
- Bid CD rates, and move funds if needed, as they mature.
- Maintain a record of sales tax bond funds, updating monthly.
- Maintain a record of bank collateralization on all city funds.
- Print and maintain bank registers and general ledgers for all funds, checking for accuracy and compliance.
- Prepare monthly financial statements for all accounts, detailing all receipts, disbursements, and balances to City Council as required by law.
- Facilitate annual audit.
- Prepare annual financial statement for all funds to publish in local newspaper as required by law.
- Collect and prepare annual budgets for all departments; prepare documents for budget committee meetings; schedule and coordinate budget meetings; make updates to budget throughout meetings, prepare final budget copy to approve by council. Prepare appropriate documents for adoption of the annual budget in accordance with state law.
- Prepare budget amendment documents throughout the year and/or at year-end if needed, keeping record of approved amendments.
- Prepare City, Fire, Police and Water Utilities payrolls, including remittance of 941 federal tax deposits, retirement withholdings, insurances (health, life, and other optional), state withholdings, unemployment, workers' compensation, and any garnishments.
- Prepare payroll for: quarterly Council pay and monthly payrolls fire dept. volunteers & pension payrolls.
- Prepare quarterly reports for 941 taxes and state unemployment taxes.

- Submit annual report to PRB to LOPFI.
- Receipt payments from District Court to appropriate accounts and disburse portions thereof to State of Arkansas and Independence County; annually transfer city's portion to General Fund.
- Print and retain payroll reports/records in accordance with record retention schedule.
- Tracking of employee vacation, sick, and compensatory time
- Tracking of cost value of accumulated leave per employee as required by AR Legislative Audit.
- Tracking of fixed assets over \$5,000 purchased for each department; confirming annually with dept. heads; adding and removing assets as required.
- Report and remit state construction surcharge fees to DF&A, monthly.
- Assist in the calculation of new sanitation rates each year to be changed on the utility billing.
- Prepare annual tax statements for employees: W2's, 1099's, 1095B's (and for governmental entities:
W3, 1096, 1094B, ARW-3)
- Complete annual salary survey for Arkansas Municipal League.
- Complete federal surveys that are required.
- Perform other duties as directed by mayor.

Education/Experience:

Requires a minimum of a college degree in Accounting and/or Finance plus eight (8) years of accounting/finance experience and five (5) years of supervisory/managerial experience.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quite moderate. There will be periodic to frequent interruptions by phone or in person.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and obligations.