



City of Mason Job Description

Finance Director/Treasurer

Department:	Finance
Supervised By:	City Administrator
Supervises:	Assessor, Assistant Finance Director, Bookkeepers
Bargaining Unit:	None
FLSA:	Exempt
Status:	Full-time

General Summary:

Under the general supervision of the City Administrator supervises, coordinates and is responsible for the collection, recording, custody and disbursement of City funds. Protects the City's assets and conserves its cash funds; plans and supervises central accounting operations and activities; prepares balance sheets, operating statements and other financial records and reports; supervises assessing, purchasing, budgeting, auditing, investments, collection and billing functions; supervises and participates in the preparation and distribution of tax rolls and collection of taxes and related bills; supervises special account and investment activities; and performs related accounting and office work as required.

City of Mason:

More than any other criteria the City of Mason values candidates that are the best fit for our organization.

- **Our Mission:** We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- **Our Vision:** The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- **Our Values:** We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supervises and maintains records of revenue accrued and liabilities incurred.
2. Examines payrolls, bills and other claims against the City.
3. Supervises the collection and recording of money received in payment of taxes, permits and licenses, special assessments, water and sewer charges, and other charges payable to the City.
4. Supervises centralized accounting activities and operations.
5. Supervises bookkeeping and clerical employees and activities involved in purchasing, assessing, accounting, payroll and related work.
6. Prepares or supervises the preparation of various accounting reports, including balance sheets, trial balances, operating statements, expenditure analyses and other statistical data.

7. Supervises and participates in the preparation and distribution of tax rolls and bills, special assessment bills and other bills for municipal services.
8. Supervises the preparation and distribution of delinquent tax rolls and the collection of delinquent taxes and property taxes.
9. Supervises tax refunds and prepares bond and interest requirements and accounts.
10. Supervises the installation and use of computer equipment.
11. Supervises the maintenance of the petty cash fund and the preparation of cash deposits to accounts and funds held by the city.
12. Makes investments of surplus City funds.
13. Prepares and supervises an internal audit program.
14. Prepares a variety of correspondence, records and reports and answers inquiries from the general public.
15. Supervises and conducts special financial studies.
16. Evaluates the performance of subordinate personnel.
17. Evaluates work programs and activities and recommends improvements in work procedures. Supervises the training of new office employees.
18. Inspects bookkeeping and financial activities performed by other City departments. Signs checks and bills payable.
19. Supervises the maintenance of a variety of files, records and reports, and office equipment and machinery, and the ordering of office supplies.
20. Attends meetings of the City Council and assists the City Administrator in carrying out their directions.
21. Communicates effectively with customers at the counter by listening to customers and being able to answer questions or direct them to the person who can answer their questions.
22. Communicates clearly on the telephone by speaking in a succinct manner and making the determination of the call direction efficiently or passing on a concise message.
23. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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's Degree in Accounting, Business Administration or related field.
- Advanced training in business administration.

- Advanced training in accounting, bookkeeping and related commercial subjects.
- Reasonable training in computers and personal computer systems.
- Reasonable experience in performing responsible accounting and bookkeeping work.
- Reasonable experience as a custodian of large sums of money.
- Reasonable experience with governmental accounting, including funds, activities and accounts.
- Considerable experience with reading and analyzing balance sheets.
- Reasonable experience in compiling facts and figures to be used for a budget.
- Reasonable experience in investing of surplus monies.
- Considerable knowledge of state and local laws and regulations governing the collection, recording, custody and disbursement of municipal funds.
- Familiarity with state, county, school district and municipal relationships in the taxation process.
- Ability to prepare accurate records and reports; plan and supervise the work of subordinate employees; work effectively with other City officials, employees and the general public.
- Initiative and resourcefulness in dealing with problems.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.