GENERAL STATEMENT OF DUTIES: To function as Director of the Finance Department and assist City Manager with various accounting tasks.

SUPERVISION RECEIVED: Work is performed under the general direction of the City Manager.

SUPERVISION EXERCISED: Direct supervision over the Utility Billing department, Payroll and Dial-a-Ride reporting.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Supports the City Manager in development of the City budget.
- Regularly communicates the financial condition of the City to the City Manager.
- Prepares and monitors DDA tax capture report for real/personal Ad Valorem, Homestead/non-Homestead, and IFT properties.
- Prepares and monitors various utility related reports as instructed by City Manager.
- Assists department heads with the management of their departmental budgets and advise them of potential/actual modifications due to fiscal requirements.
- Produces accurate and timely accounting reports, as requested.
- Performs feasibility studies, as requested.
- Investigates new revenue sources to maintain or increase areas of city funding.
- Supports assessor throughout tax year and assist in development and maintenance of tax roll.
- Performs utility rate studies; training will be provided as necessary.
- Works with department heads to develop and maintain the City’s Capital Improvement Plan (C.I.P.).
- Prepares correspondence, records, reports and other general information as requested by the City Manager.
- Prepares various local, State and Federal reports acting as the primary contact to the IRS and Michigan Department of Treasury.
Supports grant administrators, providing all financial support as necessary.

Responsible for all financial and program reporting for Dial-a-Ride.

Trains and evaluates the performance of subordinate employees.

Performs related work as required.

**JOB REQUIREMENTS:**

Demonstrable knowledge and ability in the methods and standard practices of accounting, data processing and management.

Knowledge of basic laws, ordinances and regulations affecting the operation of municipal government financing.

Experience in accounting with a preference for municipal accounting.

Maintain confidentiality and integrity regarding a broad range of City-related information.

Ability to accurately assemble data, analyze and interpret results.

General knowledge and ability of materials and equipment to carry out duties.

Ability to communicate with others effectively.

Ability to work effectively and professionally with City officials, employees, the general public and various contractual professionals utilized by the City.

Ability to train and evaluate the performance of team members or others in department.

**PHYSICAL DEMANDS:**

Ability to lift and/or move materials weighing up to 35 lbs. on an occasional basis, such as records.

Ability to work in sedentary conditions the majority of work time with frequent periods of sitting, talking, hearing, reaching and using hands to finger and/or perform hand control operations of tools, in addition to brief periods of walking, standing, stooping and kneeling.

**TOOLS AND EQUIPMENT USED:**

Ability to use all standard office equipment.

**WORK ENVIRONMENT:**

Ability to perform work assignments in a typical office environment in a safe manner by adhering to safety procedures and universal precautions to minimize hazards.
The noise level is moderately quiet.

**EDUCATION AND EXPERIENCE:**

An employee in this class, upon appointment, should have the equivalent of the following training:

Bachelors Degree in Accounting or Finance with five years of administrative experience, preferably in local government.

May be required to attend classes and/or become certified in areas of responsibility.

Approvals:

_________________________________________  _______________________
City Manager                              Date Reviewed/Approved

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the city reserves the right to add, change, or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.
JOB OPENING – FINANCE DIRECTOR

The City of Dowagiac is accepting applications for the full-time position of Finance Director. Candidates must have experience in professional accounting procedures, with a preference for local government accounting. Responsibilities include City, State and Federal financial reporting, oversight of Utility Billing, Payroll and Dial-a-Ride reporting. Applicants must have a bachelor’s degree in Accounting or Finance with at least 5 years of professional, administrative experience. Requires excellent computer skills, the ability to learn municipal software, and the ability to effectively work with teams. Salary Range: $66,045-$85,855

Resumes and cover letters will be accepted until February 28, 2020. Applicants may apply by e-mail at NDean@dowagiac.org or apply in person between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, at the Dowagiac City Hall located at 241 South Front Street.

A written job description for the position of Finance Director accompanies this ad. Questions regarding this position should be sent to: KAnderson@dowagiac.org

The City of Dowagiac is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability in employment or the provision of services.