

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Finance	DEPARTMENT NUMBER	625
REPORTS TO (TITLE)	City Administrator	JOB FAMILY	Accounting
PAY GRADE	14	DATE OF LAST REVIEW	January 2024

NATURE OF WORK
<p>The third level in the Accounting Series is a senior management position and is responsible for directing financial activities and fiscal affairs for the City of Ottumwa. Responsibilities may include maintaining accounting policies and procedures; directing the preparation of financial records; overseeing collection of taxes and various financial incentives and rebate programs, managing City's investments and treasury, preparing and presenting the City budget to the City Administrator and Council; preparing financial statements; supervising technical and office support staff. This position is responsible for providing direction to all employees in the Finance department.</p> <p>The Director of Finance serves as the Chief Financial Officer for the city.</p> <p>This position requires the ability to handle and maintain the confidentiality of sensitive information with the utmost discretion and professionalism.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Oversees accounting and financial functions of the city; Directs day-to-day accounting operations to ensure accuracy and completion of accounting, budgetary, cash functions, and an internal control structure to protect City assets.
2.	Manages cash investments of City funds, and the City treasury including cash flow analysis, banking operations, investment of excess funds, and merchant card services; Supervises the collection of taxes, fees and receipts, and manages the City's urban renewal districts, tax increment financing incentives and rebate programs, including annual reporting requirements.
3.	Prepares and presents the annual budget and submits the required forms to the State of Iowa; prepares budget amendments as needed.
4.	Coordinates and supervises financial year-end closing and reports in accordance with City financial policies and Generally Accepted Accounting Principles, assists the Accountant with preparation of the Annual Comprehensive Financial Report (ACFR), and coordination of annual audit.
5.	Prepares and maintains financial data for fiscal records to reflect accurate accounting and distribution of income and expenses to appropriate accounts in accordance with GASB and GAAP.
6.	Prepares and submits monthly, quarterly and annual accounting/financial reports for city financial activities; Develops financial analysis and forecasts of City departments and programs, including review and analysis of cost information.
7.	Performs oversight of the computerized accounting system and makes suggestions for improvements.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
8.	Reviews and/or recommends to the City Administrator financial policies and best practices to ensure the efficient and effective facilitation of the finance department and the City of Ottumwa.
9.	Manages the financial aspects of the City's insurance, including the self-insurance for health, and the City's liability, property, and vehicle insurance.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

DIRECTION PROVIDED
Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of all regular, part-time and contract employees. Makes hiring, termination, and disciplinary decisions.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS
Bachelor's Degree from an accredited college in accounting, finance, business, public administration, or a closely related field. AND 5 years of professional experience in finance. OR An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS
Valid driver's license Must be bondable.

SKILL/ABILITIES REQUIREMENTS
<ul style="list-style-type: none"> • Arithmetic, algebra, geometry, and statistics; • Modern office procedures and equipment; • Recordkeeping principles; • Business management; • Economic and accounting concepts; • Data collection and interpretation; • Report presentation techniques; • Analysis and reporting of financial data; • Create and interpret statistical reports and graphs; • Monitoring a budget; • Calculate financial statements, ratios, proportions and percentages; • Maintaining confidentiality; • Prioritizing and assigning work; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction. • Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. Walking and standing are required only occasionally.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)

CLASSIFICATION HISTORY

DATE	COMMENT
August, 2023	Draft prepared by CHM
December 2023	Updated per Job Description by BC
January 2024	Updated from departmental feedback by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.