

CITY OF FARMINGTON  
JOB DESCRIPTION

DIRECTOR OF FINANCE AND ADMINISTRATION / TREASURER

**Department:** Treasurer/Finance

**Supervised by:** City Council and City Manager

**Supervises:** Deputy Treasurer, Controller, Administrative Specialist – Accounts Payable, Administrative Specialist – Assessing/Tax, Administrative Assistant

**Position Summary:**

The Director of Finance and Administration performs all tasks and fulfills all duties and responsibilities assigned to the Treasurer by city charter or code, federal or state statute, or otherwise required of the Treasurer. Oversees the City's property tax collection process. Oversees all facets of fiscal management, including general accounting, payroll, accounts payable, accounts receivable, financial reporting functions, and developing and maintaining internal controls. Assists the City Manager in developing the annual operating budget and capital improvements program. Serves as the information technology and human resources coordinator. Responsible for all facets of risk management.

**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. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, and capital improvement needs assessment. Develops, recommends, and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, City directives, and legal requirements.
2. Maintains all financial records and monitors all accounts of the City. Plans, organizes, and administers the financial activities of the City in accordance with accepted fiscal practices and local, State and Federal regulations.
3. Participates in the development and administration of the City budget. Works with other City department in developing budget requests and revenue and expense projections. Prepares and presents departmental budget requests and provides expertise on accounting and reporting procedures and City fiscal policies. Coordinates any needed budget amendments or transfers as needed.
4. Maintains and monitors all City accounts. Plans, organizes, performs financial accounting activities, prepares, and submits required reports in accordance with accepted fiscal practices and Federal, State, and local regulations. Receives, records and processes invoices and reconciles accounts. Manages relationships with banks, investment advisor and fund managers. Reviews liquidity of City deposits and coordinates with Treasurer's office staff.
5. Directs and participates in performing all tasks associated with accounts payable, payroll, and the collection and posting of payments. Reviews cash receipts. Oversees the disbursement of funds in accordance with the provisions of law and the Charter, and ensures the filing of all monthly, quarterly, and year-end employment-related reports as needed. Oversees the daily cash-out of the tax cash drawer. Ensures tax receipts and cash balance at the end of each business day.

6. Oversees the year-end closing of financial records and general audit. Along with Controller, prepares year-end adjustments and schedules. Implements accounting standards and new issues/items.
7. Manages the City's debt and user fees. Oversees the issuance, administration and repayment of bonds, installment agreements, land contracts, development agreements, State and Federal funding, and feasibility studies. Evaluates financial trends and fiscal status, performs cost analysis, and prepares and presents recommendations.
8. Performs cash management functions including investment of municipal funds. Assures the balancing of all funds and reconciliation of all internal and bank accounts. Investigates and examines various investment options in compliance with the City's investment policy.
9. Administers multiple grants for the City.
10. Coordinates the City's IT services and projects, including servers, computers, printers, and other technical equipment. Meets with Farmington Hills IT department to determine needs. Coordinates IT projects with city staff and ensures funding is available for IT needs.
11. Coordinates human resources activities with City Clerk. Participates and advises on labor negotiations. Meets with benefits advisor, determines benefit levels, and works to resolve issues. Reviews Clerk's enrollment, new hire and termination paperwork and reporting Resolves HR issues along with City Manager and City Clerk. This excludes responsibility for collective bargaining, staff development, employee discipline, and grievance administration, which are the responsibility of the City Manager
12. Serves as Treasurer, Administrator, and Board member of the Retiree Health Care Board. Prepares Board agendas, reviews board packet assembled by staff, coordinates materials with investment advisor, and directs investment trades.
13. Serves as a member of the Pathways Committee. Coordinates committee activities including creating agendas and assembling materials. Researches issues raised by committee along with the Director of Planning and Building. Attends meetings and field trips associated with projects. Coordinates and participates in grant writing for projects.
14. Serves as Treasurer for City's component units: Downtown Development Authority, Corridor Improvement Authority, and Brownfield Redevelopment Authority.
15. Acts as departmental spokesperson and liaison to the public. Responds to public inquiries and investigates complaints. Establishes and maintains effective relationships with other departments, citizens, City officials, employees, and others.
16. Attends meetings, conducts research, compiles information, prepares reports, and completes special projects as assigned.
17. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
18. Performs other related duties as assigned.

**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.*

- Bachelor's degree or the equivalent in accounting, finance, business administration or related field is required.
- Four to six years of progressively responsible experience in accounting, finance, or related field is required. Previous experience in a municipal setting with supervisory responsibility is preferred.
- Certified Public Accountant certification is preferred.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Thorough knowledge of the principles, practices and legal regulations of municipal finance, financial reporting, budgeting, accounting, and investing.
- Thorough knowledge of accepted accounting principles and governmental accounting principles and practices and the ability to apply them accurately.
- Thorough knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Skill in assembling and analyzing financial data, developing operating and capital budgets, and preparing comprehensive and accurate reports.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master modern technologies.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment, and other resources.
- Ability to evaluate and control a variety of municipal financial services and to make sound policy and procedural recommendations.
- Ability to gather, analyze and review financial data, develop budgets, and prepare comprehensive and accurate reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and work extended hours as operational needs demand.

**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 duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee consistently works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, frequently walk and stand around the office, occasionally travel to other locations, and lift and/or move items of light to moderate weight (10-15 lbs.). The noise level in the work environment is usually quiet.