

VILLAGE OF CALEDONIA

FINANCE DIRECTOR

BASIC FUNCTION:

In this strategic role, you have primary responsibility over the finance function for the Village and will focus on creating an innovative finance department positioned for long-term financial sustainability. You will develop collaborative working partnerships with the other department heads and members of the finance and budget committee.

This is a dynamic role in which you will lead a small team of finance and accounting staff; including AP and AR. The Finance Director will interface with the Village Board to develop long-range financial planning and present audit and monthly financial reports.

DUTIES AND RESPONSIBILITIES:

- Establishes and maintains village wide accounting and reporting systems pursuant to Government Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), and other regulatory requirements.
- Provides oversight to financial operations village wide, including the maintenance of an adequate system of accounting records, internal controls and segregation of duties designed to mitigate risk and enhance the accuracy of the Village's financial results.
- Oversees the Finance Department, including accounts payable and receivable, journal entries, and general ledger management functions.
- Oversees, prepares and executes the annual Village budget in accordance with State Statutes.
- Works with the Village Board and management to develop long-range financial plans to ensure the Village's financial sustainability.
- Researches, drafts and proposes financial accounting policies, standard operating procedures, and internal controls in order to establish consistent practices village wide and to manage the Village's financial risks.
- Provides guidance to the Village Board, Village Administrator and employees and act as a resource for Village finances and accounting information.
- Coordinates and supports procedures of Village independent auditors.
- Designs, prepares and present various financial reports to internal and external stakeholders.
- Provides support to other departments for various quantitative analyses, including calculation of employee pay increases, contract and claim settlements.
- Provides oversight and coordinates filing of reports required by Federal, State, and other authoritative agencies in a timely and accurate manner.
- Analyzes trends in the financial data and performs analysis of budgetary variances to assist with the Village's budgeting and reporting processes.
- Assists management and the Village Board with setting parameters for the budget process.

- Assesses capital and operating needs and assists with developing processes that identify and rank priorities in accordance with the Village's strategic plan.
- Oversee, coordinate and provide direction on the Village's investments and debt.
- Coordinate with external advisors for the issuance of the Village's debt, including analysis of the Village's existing debt structure and future financing needs and options.
- Compilation of the Official Statement for bond offerings.
- Provide supervision to Finance Team, including establish work rules and performance standards, conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted.
- Applies knowledge of Excel functions to automate various schedules, reduce preparation time and improve efficiency in monthly/quarterly close procedures.
- Other duties that may be assigned by the Village Administrator.

SUPERVISION EXERCISED:

- Supervises the Finance Department

SUPERVISION RECEIVED:

- Receives daily direction, priority directives and policy directions from the Village Administrator.

QUALIFICATIONS:

- Bachelor's degree in accounting or finance, business administration, or related field with emphasis in accounting.
- Must possess a minimum of 5 years supervisory experience.
- Ten (10) years of accounting and financial management experience.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of Government Accounting Standards Board (GASB).
- Certification as a Certified Public Accountant preferred.
- Experience with Civic Systems preferred.
- Must be able to work independently.
- Ability to multi-task on a daily basis.
- Exceptional interpersonal relations/customer service skills.
- Excellent oral and written communication skills.
- An equivalent combination of training and experience from which comparable knowledge, skills, and abilities can be obtained, may be substituted for educational experience, depending on applicability.
- Possess and maintain a valid driver's license.

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to

indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1/30/19