

## City of Socorro Job Description

<b>Job Title:</b> Finance Director I, II, III	<b>Department:</b> Finance
<b>FLSA Status:</b> Exempt	<b>Salary:</b> \$35.40 - \$44.50
<b>Approved:</b> 09/15/2022	<b>Last Revised:</b> 09/15/2022

### Position Summary

Under administrative direction of the City Manager, direct, manage and coordinate budget management analysis and administrative functions. Supervise professional accounting services and provide highly specialized and technically intricate professional level accounting functions

### Duties, Functions and Responsibilities:

- Plan, organize, implement, control and provide overall direction of financial management functions including budget, management analysis, complex accounting and financial analysis, and administrative functions. Involves: directing continuous administrative research to provide a basis for management control, decision making to identify patterns and trends within the community including service needs, and alternative service delivery methods.
- Directing preparation of the Comprehensive Annual Financial Report (CAFR).
- Integrate and coordinate major strategic functions in the areas of financial planning, budgeting, and the growth and development of the organization to ensure the fiscal strength of the city government.
- Apply sound research techniques and methods to obtain accurate, up to date data. Analyze and utilize data for budget decisions, management analysis and administrative issues.
- Make recommendations to the City Manager with regard to the City's financial philosophy, short and long-term fiscal strategies in conformance with generally accepted governmental finance, accounting and auditing principles and practices.
- Keep City Council and executive management informed as to the status of the City's budget conformance.
- Provide recommendations for budget adjustments to ensure a balanced budget. Develop and present recommendations verbally or written in various forms, such as a narrative assessment, study or business plan.
- Generate periodic accounting or statistical reports to management or regulatory agencies.
- Coordinate budget process.
- Ensure the financial and budgetary integrity of the City's operations by establishing and maintaining sound budget practices, procedures, strategies and processes that reflect the best contemporary municipal methods and the best practices of governmental and professional advising and certifying entities.
- Direct the preparation and submission of appropriations.
- Analyze and forecast current and future years' revenues and expenditures trends and assist in preparation of the annual operating or capital improvement budget.
- Perform management analysis. Analyze and evaluate various policies, procedures and operations to ensure organizational alignment with City-wide objectives, goals and budgets.
- Examine and evaluate current business processes, organizational structure and functions and update when necessary.
- Review and evaluate service delivery methods and systems including administrative and support systems, technology and internal relationships within area of responsibility.
- Identify opportunities for improvement to services and implement changes to standard operating procedures to maintain internal controls and enhance services.
- Oversee, balance and reconcile general ledger statements, general journal entries, revenues, expenditures and depreciation to generate fiscal month and year-to-end balance sheets, and monitor changes in fund balance and cash flow financial statements.
- Analyze and prepare financial statements related to debt service, and all operating accounts, property tax distributions and other transactions such as payroll disbursements, revenues, cash receipts and accounts payable.
- Oversee payroll, benefits, all payroll deductions and operations including: year-end accruals and schedules, payroll taxes, supplemental pension contributions.
- Generate reports to assist external auditors.



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- Account for fixed assets and warehouse operations including acquisitions, disposals and transfers, depreciation and updates of the assets schedules. Prepare, enter and post journal entries for capital purchases, depreciation, construction work in progress, retainage, accruals and transfers between accounts, funds or departments.
- Maintain and analyze assigned financial and accounting database and allied information management systems. Enter, retrieve and review accounting data from the centralized financial management system and personal computers or source documents: journal entries, invoices, collection details or budget transfers to generate financial reports.
- Maintain network security of finance and accounting or other automated record keeping systems to ensure system integrity. Train and assist system users.
- Supervise and provide direction and support to subordinate employees. Assign, schedule, guide and monitor work. Appraise and review employee performance of subordinates.
- Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies.
- Establish performance goals for own staff, monitor progress, initiate action plans to evaluate and improve processes, service delivery and responsiveness to organizational and community needs, monitor and control security measures, inventories, information integrity, internal or external audit findings, or statutory requirement and compliance with professional standards.
- Participate in interviewing applicants and hiring, termination, transfers, discipline, merit pay and other employee status changes; realign organization structures for improved efficiency including staffing levels and job design. Enforce personnel rules and regulations and work behavior standards firmly and impartially.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, financial institutions, regulatory agencies and the general public.
- Perform subordinate employees' duties if necessary to ensure continuity of operations during absences.
- Provide budgetary guidance and track departmental budget issues.
- Monitor and approve allocation of operational expenses for assigned departments; prepare reports and maintain records and files.
- Provide for compliance with applicable laws, rules and regulations; oversee preparation and monitoring of the City's annual budget.
- Knowledge of federal, state and local laws, regulations, rules and ordinances related to municipal accounting, budgeting, finance, fiscal controls, and management analysis; financial reporting including Generally Accepted Accounting Principles, Government Accounting Standards Board and Financial Accounting Standards Board pronouncements and publications; modern municipal accounting and management practices, generally accepted business analysis and research, fiscal administration, budgeting, accounting, auditing and investment practices, methods, policies, practices and procedures.
- Post award grant management and compliance with funding source administrative guidelines and requirements.
- Computer hardware, software and peripherals related to a wide range of accounting and financial management operations including computerized budgetary, financial and spreadsheets applications.
- Respond to and resolve sensitive and complex organization and community inquiries and complaints.
- Interpret oral, written, quantitative and electronic information dealing with complex abstract and concrete variables to identify, analyze, and solve practical management problems of considerable difficulty such as development and presentation of the City's annual operating and capital improvement budget.
- Clear, concise oral and written communication to develop and present complex accounting or statistical reports and financial schedules to management or regulatory agencies.
- Maintain detailed fiscal records and present annual reports to management.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

**Finance Director (Basic)**

**\$35.40 - \$39.84**

### **Minimum Qualifications**

- A Bachelor's degree in Accounting, Business or Public Administration, Finance or related field.
- MBA, Master of Accountancy or CPA preferred.
- Six (6) years of professional experience in fiscal administration, budget management analysis and reporting

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including two (2) years of management or supervisory experience.

- Minimum of two (2) years of experience processing full cycle payroll.
- Payroll experience in a municipal environment preferred.
- Minimum of two (2) years in post award grant accounting.
- Possess a valid Texas class "C" Driver's License

### Finance Director (Intermediate)

\$37.40 - \$42.09

#### Minimum Qualifications

- A Bachelor's degree in Accounting, Business or Public Administration, Finance or related field.
- MBA, Master of Accountancy or CPA preferred.
- Eight (8) years of professional experience in fiscal administration, budget management analysis and reporting including six (6) years of management or supervisory experience.
- Minimum of six (6) years of experience processing full cycle payroll.
- Payroll experience in a municipal environment preferred.
- Minimum of six (6) years in post award grant accounting.
- Possess a valid Texas class "C" Driver's License

### Finance Director (Advanced)

\$39.40 - \$44.50

#### Minimum Qualifications

- A Master's degree in Accounting, Business or Public Administration, Finance or related field.
- Certified CPA
- Ten (10) years of professional experience in fiscal administration, budget management analysis and reporting including nine (9) years of management or supervisory experience.
- Minimum of nine (9) years of experience processing full cycle payroll.
- Payroll experience in a municipal environment preferred.
- Minimum of nine (9) years in post award grant accounting.
- Possess a valid Texas class "C" Driver's License

**Note: Upon reaching maximum salary level in each category; only COLA increases will be given.**

#### Equipment:

- Operates office equipment such as computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.

#### Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.

#### Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

**City of Socorro  
Job Description**

  
\_\_\_\_\_  
Mayor

9-15-22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Manager

9/15/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Human Resources Director

9/15/22  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

