

**CITY OF FRANKLIN**  
**Job Description**

**Job Title:** Director of Finance & Treasurer

**Department:** Finance

**Reports to:** Director of Administration

**Salary level:** Management/Administrative/Supervisory Level XI

**FLSA Status:** Exempt

**Prepared by:** Calvin A. Patterson

**Prepared Date:** February 1, 2012

**Approved By:** **Common Council**

**Approved Date:** February 7, 2012

**Summary:**

Supervise, direct, analyze, interpret and communicate the finance and treasury operations of the City; provide management of the finance and treasury offices; and provide information and guidance to the Mayor, Director of Administration, Finance Committee and Common Council Members.

**Essential Duties and Responsibilities:**

Evaluate, develop, recommend and implement fiscal and treasury policies that will result in sound fiscal and treasury management.

Analyze, interpret and communicate financial operating results (monthly, quarterly and through special reports) to provide information and guidance to City officials and departments and provide technical financial support to City departments.

Prepare complex financial analysis and reports and provide high level consultation to City officials on financial and treasury management issues.

Responsible for establishing and maintaining good internal control policies and procedures and for ensuring proper segregation of duties to the extent possible with available manpower in order to see that all receipts are properly deposited, all disbursements are properly expended and City assets are safeguarded to the extent possible. To ensure the proper review of bank statements is performed on a regular basis, each month's bank statement reconciliation to cash receipts ledger must be signed and dated by both the preparer and the Director indicating the bank reconciliations were completed, reviewed and were acceptable.

Act in the lead role in debt management, bond issuance and credit rating issues including determining appropriate times to refinance existing debt to ensure the most efficient use of the City's bond capacity and borrowed monies.

Manage the investment of City funds including but not limited to making the short term investment decisions for the City in accordance with investment policies and

goals, and local, state and federal regulations including maintaining required investment records and preparing necessary reports.

Supervise the annual property tax collection to ensure that all funds received are properly credited against taxpayers receivable balance and deposited daily, that timely payment is made to other taxing jurisdictions and that the final settlement is timely made to the County.

Supervise the subsequent collection of delinquent personal property taxes to maximize the subsequent collection of these delinquent taxes to the extent possible and the timely chargeback of any uncollected personal property taxes to the taxing jurisdictions.

Supervise the City's cash receipting system to insure the proper receipt, deposit and recording of all funds received.

Oversee and maintain the operation of the financial and treasury data processing systems and analyze and recommend data processing alternatives.

Provide financial management of impact fees and the Self Insurance Fund including the setting of reimbursement rates from City departments, employees and retirees to ensure the solvency of this fund.

Supervise the calculation of the tax bills to ensure that the proper amounts get billed to taxpayers.

Provide financial management of the water utility, sewer fund and TIF Districts including providing the Board of Water Commissioners and Community Development Authority with professional guidance, assistance and consultation.

Monitor operations under the responsibility of the Deputy Finance Director and provide direction, guidance, and input on such responsibilities including, but not limited to, budget preparation and development, payroll operations, accounts payable, various annual financial reports, and special assessment collections.

Supervise and train assigned personnel, to ensure development of their full potential.

Ensure the statutory duties of Treasurer are performed as required and serve as an "officer" of the City of Franklin.

Attend meetings, when required, to support financial items. This may include meeting outside of normal business hours.

Maintain and catalog permanent records as required by the State.

**Peripheral Duties:**

Perform other duties and assume other responsibilities as apparent or as delegated.

**Minimum Qualifications:****Education and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in accounting or finance, five (5) years of either accounting experience (municipal accounting preferred) or finance experience (a focus on treasury, banking, or investments preferred), a minimum of two years in public accounting preferred, or any equivalent combination of education and experience.

**Licensing and Certification:**

Certified Public Accountant, Certified Public Finance Officer certification or Certified Governmental Finance Manager certification.

**Necessary Knowledge, Skills and Abilities:**

Thorough knowledge of regulations, policies and procedures that apply to accounting and financing in municipal government.

Ability to read, analyze and interpret complex documents.

Working knowledge of data processing equipment and applications which apply to municipal government.

Ability to formulate, initiate and administer policies and procedures for effective fiscal control.

Ability to plan, delegate and supervise personnel in a manner that will gain and maintain respect.

Ability to maintain effective and respected work relationships with other appointed officials, elected officials, department heads and the general public.

Ability to present and communicate ideas and concepts in public and private, both verbally and in writing.

Ability to make independent judgments that have highly significant impacts on the organization.

**Supervision Received:**

Reports to: Director of Administration

**Supervision Exercised:**

Exercises supervision of the Deputy Finance Director and Deputy Treasurer.

**Responsibility for Public Contact:**

Daily contact requiring courtesy, discretion and sound judgment.

**Tools and Equipment Used:**

Familiar with computers and computer software including financial, tax, cash receipting, special assessment and payroll software, spreadsheet, database, presentation and word processing software, copy machine, fax machine, 10-key calculator and telephone.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

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.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The 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.