

CITY OF HARRAH

OCCUPATIONAL TITLE: Finance/HR Director

OCCUPATIONAL CODE: 1124

DEPARTMENT/DIVISION: Administration

GENERAL DEFINITION:

This is a position which monitors the activities and functions of the Finance Department and assists the City Manager in performing the Human Resource activities for the City. The Finance Director shall exercise the powers and duties as prescribed in the Charter of the City of Harrah.

This individual also performs tasks associated with accounting, auditing, accounts payable, accounts receivable, payroll, personnel records, employment issues and performs related work as required. This individual assists the City Manager in the preparation of the annual budget. The employee has responsibility for receiving, accounting for, and expending all funds and employment activities. The incumbent receives directions from the City Manager who reviews work through reports, conferences, and an assessment of results obtained.

ESSENTIALS FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of the position.)

- Prepares Comprehensive Annual Financial Report and works directly with internal and external Auditors;
- Prepares state financial and budget reports and filings;
- Assist the City Manager with annual budget;
- Prepare monthly, quarterly and annual reports as requested;
- Coordinates schedule between external auditors and internal staff assignments;
- Responds to audit management letters; conducts cash audits of City departments;
- Maintains and safeguards all employee time sheets, payroll records, leave records, benefit records, confidential personnel records, workers' compensation records, preparing hiring/termination paperwork and employee personnel records;
- Manage employee benefits including insurance and various pension-Police, Fire, General Employees;
- Assist departments in the proper employment procedures and payroll records;
- Maintains confidentiality with regards to hiring, firing, payroll of city employees;
- Prepare job posting, set up interviews and sit in on interviews, conduct background checks, set up testing for positions;
- Works with the City Manager to establish and maintain internal audit procedures;
- Reconciles budget file to fund balances of annual report;
- Encumbers funds and issues various purchase orders;
- Prepares interim financial statements for internal and external use;
- Prepare monthly and annual TIF reports;

- Assist in other areas within City Hall as requested and oversee day-to-day operations at city hall;
- Serves as Deputy City Clerk and performs duties in absence of clerk; duties include, prepare and post agenda's, take minutes at council meetings, swear in newly elected or appointed officials, maintain city records, execution of official documents and custody of official seal;
- Any other function or duties may be directed by the City Manager.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Public or Business Administration with emphasis in Human Resources; and at least three years of experience in professional governmental accounting, auditing or budgeting;
- Or Bachelor's degree in Human Resources with emphasis in Finance or Business Administration: and at least 3 years of experience in professional governmental accounting, auditing or budgeting;
- Considerable knowledge of the principles, methods, and practices of governmental finance, accounting, budgeting and reporting; knowledge of the principles and practices of auditing, cash management, payroll and personnel management;
- Ability to plan and organize activities in an accounting/auditing division; ability to communicate effectively both orally and in writing; ability to establish effective working relationships with other personnel, other departments and other division personnel, City management, and outside auditors; ability to coordinate multiple projects;
- Skill in the application of modern methods of computerized data processing to governmental accounting, auditing, payroll and cash management systems; skill in analyzing, interpreting and reporting governmental fiscal and financial data; skill in applying the principles of governmental accounting to the maintenance of efficient and effective accounting/audit systems;
- Computer keyboard, monitor, and related software;
- Mechanical office equipment including typewriter, 10-key calculator, copy machine, telephone, and fax machine;
- A variety of printed materials such as computer printouts, financial statements, reference materials, etc.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Finger dexterity, hearing, talking, and repetitive motions;
- Some exposure to unpleasant citizens must be able to handle tactfully;
- Work is primarily sedentary, requires the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently to lift or otherwise move objects;
- Vision Requirements: The minimum standard for those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal and extensive reading;
- The worker is not substantially exposed to adverse environmental conditions.

SUPERVISION:

This position is under the direct supervision of the City Manager

EEO Class: Office/Administrative (AO/9311) FSLA Status: Exempt

Grade: S2-S6

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

Employee

Date

The City of Harrah, Oklahoma is an Equal Opportunity Employer