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City of Tahlequah, Oklahoma Job Description

Job Title: City Finance Director
Department: Finance
Reports To: Assistant Administrator
FLSA Status: Non Exempt
Grade 11

Summary Performs a variety of supervisory, professional, administrative and technical accounting and finance functions in maintaining accurate and audit worthy fiscal records for the city of Tahlequah.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- 1) Responsible for providing timely accurate financial statements to city administration and elected officials.
- 2) Responsible for city budget preparation and administration of the budget.
- 3) Responsible for collateralization of public funds.
- 4) Responsible for preparation of budget reallocations and amendments.
- 5) Responsible for the administration of grant funds.
- 6) Responsible for keeping an up to date inventory of city property.
- 7) Work on projects for other employees when they are absent and with them when specialized knowledge is required.
- 8) Responsible for various spread sheets and reports.
- 9) Responsible for the preparation of sales tax receipts reports.
- 10) Responsible for the preparation of Tourism tax reports.
- 11) Maintain close communications with city administration.
- 12) Reviews program areas and implements changes as necessary to meet community needs.
- 13) ~Maintain close communications with your immediate supervisor and develop that working relationship.
- 14) Represent the department at all necessary meetings.
- 15) Work to improve your skills and develop your abilities in your job.
- 16) Other tasks and duties may be assigned to the employee by the supervisor in charge and/or city administration that are not included in this job description and may or may not be in this department.

Duties and Responsibilities That Specifically Differentiate This Job Level From the Next Lower Job Level in This Department:

- 1) Budget preparation and implementation skills.
- 2) Advanced accounting skills.

Supervisory Responsibilities

Competencies To perform the job successfully, the individual should exhibit the following competencies:

- 1) Collects and researches data; Designs work flows and procedures within the framework of standard accounting practices.
- 2) Demonstrates attention to detail.
- 3) Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- 4) Responds promptly to citizen and administrative needs; Solicits feedback to improve services; Meets commitments.
- 5) Writes clearly and informatively; able to read and interpret written information.
- 6) Listens and gets clarification; Responds well to questions; participates in meetings.
- 7) Works within approved budget; develops and implements cost saving measures; Conserves city resources.
- 8) Keeps commitments; Inspires trust; Works ethically and with integrity.
- 9) Reacts well under pressure; manages competing demands; Able to deal with frequent changes, delays or unexpected events.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Must be bondable.
- 2) Strong knowledge of accounting principles and practices.
- 3) Highly detail oriented and concerned with accuracy.
- 4) High level of ethics and integrity.
- 5) Self motivated to be able to work individually and cooperative enough to function as part of a team.
- 6) Ability to establish effective working relationships with fellow employees, supervisors and the general public.
- 7) Maintain socially accepted standards of speech and appearance while on duty.
- 8) Must be willing to adhere to all applicable rules and laws regarding safety and work in a consistently safe manner.
- 9) Ability and willingness to perform assigned work in a timely and efficient manner.
- 10) Must have a clear view of the department's goals and how they mesh with the goals of the city.
- 11) Ability to deal courteously with the public and successfully interact with other city departments and city administration.

Education and/or Experience

- 1) Bachelors Degree in Accounting, or Finance, or the equivalent experience required to perform the functions of the job.
- 2) Three years experience in municipal accounting, or equivalent experience.

Language Skills

- 1) Ability to communicate effectively with fellow employees, supervisors, and the public.
- 2) Polite, yet assertive, in communicating with the public, as needed.

Mathematical Skills

Advanced level as related to accounting and finance.

Reasoning Ability

- 1) Recognize unsafe conditions and situations.
- 2) Must be able to understand both oral and written communications.
- 3) Must be able to interpret rules, policies and procedures.

Computer Skills

PC skills, including advanced spreadsheet, word processing, and internet capabilities.

Certificates, Licenses, Registrations

Must possess) a valid Oklahoma "Class D" Driver's License and maintain it throughout your employment.

Other Skills and Abilities**Other Qualifications**

- 1) Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.
- 2) Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.
- 3) Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

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.

- 1) The job involves: standing, sitting, fingering, talking, hearing, and repetitive motions are all demanded in the job.
- 2) The job is considered Light Work.
- 3) Level One visual acuity is required

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.

- 1) The job is an office job and the worker will be subject to: inside environmental conditions.
- 2) No known hazards.