



## City of Cloquet Job Description

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**POSITION:** Finance Director  
**DEPARTMENT:** Finance  
**REPORTS TO:** City Administrator

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### **SUMMARY**

This is a highly responsible administrative position involving all phases of municipal finance operations, activities, and functions. The primary objective is the departmental planning and development of fiscally sound financial and accounting practices which are in the best interest of the City.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Provides the overall administration and management direction for the daily financial affairs of the City.

Oversees, designs, and manages systems for official fund accounting, cash management, receivables, special assessments, deposit of monies, utility billing, payroll, accounts payable, and selection of the City's banking services.

Manages the preparation of the annual budget for the City.

Coordinates with the Auditor the completion of the annual financial audit.

Oversees the preparation, development, and dissemination of a variety of budget reports and the development of a three to five (3-5) year financial plan.

Oversees the preparation of the City's comprehensive annual financial report, ensuring the report is prepared in accordance with the Certificate of Achievement for Excellence in Financial Reporting program sponsored by GFOA.

Provides for the investment of all city funds and oversees the administration of the City's debt.

Provides support and financial knowledge to other members of the staff management team.

Coordinates the capital asset inventory system and depreciation to meet all GASB requirements.

Administers Tax Increment Financing and other economic development financing instruments used for projects and provides all required reporting.

Assists with the preparation of the annual Capital Improvement Program.

Acts as Treasurer for the City and assumes all statutory requirements of the position.

Attends City Council meetings and oversees the daily operation of the City Administration Office in the absence of the City Administrator.

Provides support at service counter for receiving payments, answering questions, and resolving complaints.

Represents the City on various boards and to various state, metropolitan, and county agencies.

Performs other duties as apparent or assigned.

### **SUPERVISORY REQUIREMENTS**

Assigns and directs work of Deputy City Clerk/Payroll-Finance, Utility Billing Clerk/Receptionist, and Deputy City Clerk/Administrative Assistant, in all areas of financial responsibilities and provides input for performance evaluations.

### **QUALIFICATION REQUIREMENTS**

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.

### **EDUCATION AND/OR EXPERIENCE**

#### **Minimum Qualifications:**

Bachelors degree in accounting, finance, business administration, or a related field. Five (5) years of relevant management experience in finance/accounting including specific governmental finance experience. Supervisory experience and a knowledge/proficiency with Microsoft Office products and Accounting software.

#### **Preferred Qualifications:**

Certified Public Accountant designation or Master's degree. Experience with direct supervision of a municipal finance department, and knowledge of the Minnesota property tax system and information technology functions.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as bond documents, investment reports, financial documents, state statutes, reports, policies, and regulations, contracts, and procedure manuals. Prepare clear and concise administrative and financial reports. Prepare detailed financial analysis. Ability to communicate effectively with customers, other employees, supervisors and the general public both in person and by telephone.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to analyze and process information quickly and accurately. Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Investment Practices, municipal accounting practices, Minnesota Statutes as they apply to municipal finance, bonding procedures, and general financial policies.

Operations, services, and activities of a comprehensive, municipal fiscal services program.

Principles, practices, and methods of municipal finance and accounting defined by GFOA.

Generally accepted accounting principles as defined by GASB.

Internal control principles and the ability to transfer that knowledge into policies and procedures.

Principles and practices of municipal budget preparation and administration.

Principles and procedures of financial reporting.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

High level of knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, Access, One Note, Publisher) or Adobe.

**Ability to:**

Plan, organize, direct, and coordinate the work of the financial aspects of the Finance Department.

Establish and maintain effective working relationships with staff and City Council.

**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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, 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 moderate.