



DIRECTOR OF FINANCE

City of Foristell

FLSA Status: Exempt

Reports To: City Administrator

Department: Finance

Position Overview

The Director of Finance is responsible for assisting with the preparation, administration, and monitoring of the City's operating and capital budgets; overseeing financial reporting, payroll, grants, audits, and insurance; and ensuring compliance with applicable laws, policies, and procedures. This position works under the direction of the City Administrator and supports City leadership, including the Mayor and Board of Aldermen.

Key Responsibilities

Budgeting and Financial Management

- Assist department heads with preparation of annual operating and capital budgets.
- Summarize budget requests for review by the City Administrator.
- Adjust, revise, and recalculate budgets as changes are authorized.
- Coordinate implementation of approved budgets with City leadership.
- Monitor requisitions and expenditures for compliance with budget limits, purchasing policies, and bidding requirements.
- Analyze expenditure trends and recommend cost-saving measures and alternative funding sources.
- Prepare quarterly expenditure reports, year-end projections, and budget amendment requests.
- Monitor revenues, estimate future revenues, and recommend corrective actions for deficits.

Accounting, Auditing, and Reporting

- Review and maintain the General Ledger for accuracy.
- Audit revenue receipts and expenditures to confirm activity and available balances.
- Conduct periodic unannounced cash flow audits.
- Prepare and compile data for the City's annual financial report.
- Assist external auditors during biannual financial and workers' compensation audits.



Grants and Compliance

- Manage all state and federal grants awarded to the City.
- Prepare required financial projections, reports, and grant applications.
- Ensure compliance with grant requirements and deadlines.

Payroll and Benefits Administration

- Process bi-weekly payroll.
- Maintain all required state and federal payroll filings, including quarterly reports, W-2s, and 1099s.
- Administer employee benefit programs, including medical, dental, life, disability, workers' compensation, and pension plans.
- Coordinate with insurance carriers related to liability, property, auto, and cybersecurity coverage.
- Process and review insurance claims and serve as liaison with agents and adjusters.

Personnel and Administrative Support

- Assist with hiring processes, onboarding, and personnel paperwork.
- Maintain confidential personnel files and sensitive records.
- Participate in interviews when appropriate.
- Assist with special projects and confidential personnel actions.
- Develop forms, templates, and reports using Microsoft Word, Excel, and Adobe software.

Vendor and Purchasing Oversight

- Review vendor invoices, purchase orders, and monthly credit accounts for payment.
- Reconcile bad debt and facility deposit accounts.
- Prepare and distribute checks as required.

General Duties

- Participate in staff meetings.
- Perform lead-worker tasks to ensure business coordination duties are completed.
- Perform other related duties as assigned.

Qualifications

Education

- Bachelor's degree in accounting, Business Administration, Public Administration, or a related field.



Experience

- Two to five years of accounting or auditing experience, preferably in a public agency.
- One to two years of government-sector experience preferred.

Knowledge and Skills

- Knowledge of public fiscal management, accounting, and auditing principles.
- Understanding of applicable laws, regulations, and best practices.
- Strong analytical skills and independent decision-making ability.
- Proficiency in multiple computer applications. Quick Books
- Experience with cash handling and customer service.

Physical and Work Requirements

- Primarily sedentary work (70–90% sitting) with occasional bending, standing, walking, reaching, crouching, and lifting to 30 pounds.
- Frequent work under deadlines and independent work.
- Occasional interaction with the general public.

Employment Conditions

- Employment is contingent upon successful completion of criminal background check and pre-employment drug screening.
- Full-time position (40 hours per week) with benefits including paid time off, holidays, extended medical leave, health, dental, life, disability, and retirement.

Equal Opportunity Statement

The City of Foristell is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Reasonable accommodation will be provided to qualified individuals with disabilities.