

City of Kechi

Job Title	Department	Date	Reports To
Finance Director / City Treasurer	Administration	July 12, 2012	City Council and City Administrator

Summary of Position

The Finance Director/City Treasurer coordinates all City activities related to finance, accounting, budgeting, and related financial policy transactions.

Duties and Responsibilities

Including, but not limited to:

- a) Manage and oversee annual budget process
- b) Monitor and update the Capital Improvement Plan
- c) Prepare monthly financial statements and present to the City Council
- d) Reconcile depository accounts, record adjustments in financial records
- e) Prepare reports, summaries, projections, and general analysis of City resources
- f) Manage banking relationships and investment of idle funds
- g) Work with City Financial Advisor to monitor debt, manage debt service schedules, and issue new debt as needed
- h) Provide guidance on City-wide policies and procedures related to finance
- i) Manage special projects and programs as assigned by the City Administrator

Working Environment

The work environment is a typical office setting.

Physical Requirements

The Finance Director/City Treasurer should be able to focus on numbers on a computer screen, on paper or on an adding machine for long periods of time.

Skills, Knowledge, and Abilities

The Finance Director/City Treasurer should have a general knowledge of computer accounting systems and an intermediate proficiency with Excel. Knowledge of Summit Accounting software and foundation in budget analysis is desirable. A valid Kansas driver's license is required.

Education and Experience

Bachelor's degree in accounting, finance, business, or related field required; CPA or MPA preferred. Three years financial management experience required, preferably in a government organization.