



**Job Title:** Finance Director  
**Department:** Finance  
**FLSA Status:** Exempt  
**Reports To:** Mayor

### Summary/Objective

The Finance Director is responsible for directing the city's financial operations in accordance with generally accepted accounting principles (GAAP) to ensure the financial stability of the City of Ladue. The incumbent provides leadership, training, and coaching for supporting staff.

### Essential Job Duties

- Oversee cash receipting, accounts payable, accounts receivable, and payroll.
- Ensure general ledger accuracy and compliance with internal financial and accounting policies and procedures.
- Prepare monthly financial statements and work closely with the City's Department Heads in a wide variety of operations.
- Ensure all financial information is secure and stored in compliance with current legislation.
- Establish guidelines and procedures for budget and forecast preparation; assist all department heads with establishing annual budgets.
- Prepare short-term and long-term forecasts of the financial outlook of the city. Present forecasts to council and other committees.
- Manage cash flow and invest reserves to achieve maximum returns in accordance with the investment policy. Review maturing investments and purchase new investments.
- Review investment policy regularly and recommend changes or updates when needed. Maintain relationships with local banks that hold the city's investments.
- Prepare and supervise staff in preparing all supporting information and schedules for the annual audit. Ensure all financial transactions have been maintained and have accurate support. Work closely with the external auditors to complete the annual financial reports.
- Responsible for every financial function of the city such as setting new tax rates annually, oversight of the reconciliation of bank accounts, manage capital assets, and risk management.
- Negotiate the employee insurance and benefit plans and negotiate and ensure proper insurance coverage for the city.
- Serve as Finance Committee liaison including preparation of all committee meeting materials.
- Attend monthly City Council meetings and other special City Council meetings as scheduled.
- Serve as Insurance Committee liaison including preparation of all committee meeting materials
- Serve as Pension Committee liaison including preparation of committee meeting materials
- Attend other City meetings where financial advice is needed.
- Ensure budget compliancy throughout the year.

### Supervisory Responsibility

- Supervise finance department staff including two finance support staff.



**Required & Preferred Qualifications** – Required qualifications to effectively perform the job. An equivalent combination of education, training and experience will be considered.

- Bachelor's degree in Accounting, Finance or related field is **required**.
- A minimum of five years of related experience in governmental finance, preferably local government finances is **required**.
- Supervisory experience preferred.
- Master's degree in Accounting, Finance or related field is preferred.
- CPFO certification is preferred.

**Knowledge, Skills and Abilities** – May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.

- Advanced understanding of City, State and Federal fiscal regulations and GASB.
- Advanced knowledge of generally accepted accounting principles.
- Advanced Excel knowledge, database experience, and accounting software experience.
- Excellent communication skills, both verbal and written.
- Must be able to collaborate with other departments and committees.
- Excellent interpersonal skills in order to meet with other governmental agencies and city entities.
- Highly organized and able to work on multiple tasks simultaneously.
- Strong professional integrity and ability to maintain strict confidentiality.
- Ability to use good judgment and think critically.
- Knowledge of general office software, particularly the Microsoft Office Suite.
- Familiarity with Tyler Technologies Incode software is desirable.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions.

**Physical Abilities** - Activities that are commonly associated with the performance of the functions of this job. The physical demands described below 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 essential functions.

- Must be able to sit for extended periods of time.
- Frequently required to hear and verbally exchange information.
- Must be able to have repetitive wrist, hand, and/or finger movement.
- Must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under rigid time constraints.
- Must have clarity of vision at 20 inches or less, and precise hand-eye coordination.
- May be required to lift up to 15 pounds.
- Regular attendance is a necessary and essential function.



*Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. The City of Ladue reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.*

Accepted by: \_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Accepted by: \_\_\_\_\_  
Supervisor (or Human Resources)

\_\_\_\_\_  
Date