



## City of Oak Point Job Description

<b>JOB TITLE:</b>	Finance/Human Resources Director	<b>SALARY RANGE:</b>	\$100,000-\$120,000
<b>DEPARTMENT:</b>	Administration	<b>STARTING SALARY:</b>	DOQ
<b>FLSA STATUS:</b>	Exempt	<b>EFFECTIVE DATE:</b>	March 2025

### **JOB SUMMARY**

Under the general direction of the City Manager, the Finance Director is responsible for performing functions in the areas of accounting, budget administration, purchasing, investments, and tax collections and for developing and maintaining fiscal policies for the City. This position will also provide executive-level support to the City Manager and City Council. Also serves as the Human Resources Director.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Manager.

### **SUPERVISION EXERCISED**

The Finance Director shall exercise supervision over the Court Administrator and the Finance accounting clerk.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following list of duties serves as only a representative summary of the primary duties and responsibilities. The list is **NOT** intended to serve as a comprehensive list of all duties performed by the employee(s) in this classification. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plan and develop systems and procedures for governmental accounting and internal auditing.
- Plan, organize and direct the accounting practices and functions of the City.
- Assist the City Manager with the financial planning and administration of the City.
- Prepare financial reports for the City Manager and City Council and other agencies required by law and as directed by the City Manager.
- Coordinate the account payable process.
- Review contracts and disbursement requests to determine that expenditures are made in accordance with approved contract terms and budgetary provisions.
- Maintain property records of the City.
- Coordinate finance related activities with other City offices, departments and outside agencies.
- Assist the City Manager with the preparation of the City's annual budget.
- Recommend financial course of action upon request by the City Manager and City Council.
- May coordinate formal bids and Request for Proposals and Qualifications. Reviews and assists in development of specifications and terms, schedules opening dates, arranges advertising and maintains files. Maintains and edits standard forms used in bids/RFPs/RFQs specifications. Responds to inquiries concerning criteria for contract award decisions.
- Maintain and implement the City's investment policy.
- Monitor and prepare reports regarding the City's investments.

- Develop and update procurement policies and procedures. Maintain procurement records.
- Prepare reports and statements in accordance with State and Federal financial requirements.
- Administer and implement the City's annual budget.
- Reconcile bank accounts and prepare related monthly financial reports / statements.
- Oversees preparation of audited financial statements and special audits by coordinating audits with external auditors and preparing schedules and reports for financial statements.
- Maintain accounts and report any abnormal activity to the City Manager.
- Process payroll and related reports. Maintain leave accrual and use records.
- Prepare and maintain standard operating procedures.
- Maintain good working relations with staff, citizens, customers, and the City Council.
- Avoid any conflict or appearance of conflict of interest in the performance of duties and responsibilities.
- Will perform related work as required.
- Some evening hours will be required.
- Direct, plan and provide administrative guidance for all Human Resources operations, including employee relations, policy administration, benefit and compensation administration, performance appraisal programs, disciplinary and grievance processes, terminations, job analysis, employee forecasting, employee training and development.
- Facilitate and/or administer disciplinary processes, including verbal/written counseling statements, suspensions, terminations, and grievance processes. Review and consult with City Attorney on any and all related documentation to ensure consistency and policy/legal compliance.
- Ensure compliance with governmental regulations of Human Resources and Risk Management functions, including, but not limited to: Title VII and all subsequent amendments, Equal Employment Opportunity, Fair Labor Standards Act, American's with Disabilities Act, Texas Workers' Compensation Act, Texas Workforce Commission, Texas Local Government Code, Retirement and all other State and Federal regulations.
- Reporting experience with Public Improvement Districts (PIDS)

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Work requires broad knowledge in finance. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree in finance, accounting, business administration, public administration, marketing or a related field.

A minimum of five (5) years of experience in financial management, accounting, or budgeting, including a minimum of two (2) years of supervisory experience in public finance and human resources, is desired. Previous municipal experience is preferred.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications may be considered as an acceptable substitute for the above-specified education and experience requirements.

### **Necessary Skills and Knowledge:**

Knowledge in the following areas is required:

- Principles and practices of governmental fund accounting;

- Laws, ordinances, and other requirements affecting municipal financial operations; and
- Municipal budgetary techniques, practices and systems; principles and practices of public administration.
- Familiarity with INCODE financial software is desired.

The necessary skills and abilities to complete the following are required:

- Effectively analyze and interpret fiscal and accounting information;
- Work requires the ability to read state, federal, and local regulations, accounting / auditing standards, contracts, development agreements, bids, requests, and general correspondence
- Communicate clearly and concisely, both orally and in writing;
- Prepare accurate and timely financial statements and reports;
- Devise and implement improved accounting, record keeping, and operational procedures; and
- Make accurate revenue and expenditure forecasts.

#### **SPECIAL REQUIREMENTS**

- Must be bondable.
- Possess or have the ability to obtain a valid Texas Driver's License.
- Notary public certification
- Must pass pre-employment drug screening test.

#### **PHYSICAL DEMANDS:**

For the most part, work is performed in an office setting. The employee may be subject to repetitive motion such as typing, data entry and vision to monitor; extended periods of intense concentration in the review of fiscal and accounting reports; bending, reaching, kneeling, and lifting such as retrieving files, records, and general ledgers.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 20 pounds.

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The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. Furthermore, this job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice. The City of Oak Point is an Equal Opportunity Employer. The position is open until removed or filled.

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A job application can be obtained from Oak Point City Hall at 100 Naylor Road in Oak Point, Texas or from the City's website at [www.oakpointtexas.com](http://www.oakpointtexas.com). Resumes or other information may accompany applications. Completed applications are to be mailed to City of Oak Point, c/o Human Resources, 100 Naylor Road, Oak Point, Texas, 75068; faxed to (972) 294-1619, or e-mailed to [dboner@oakpointtexas.com](mailto:dboner@oakpointtexas.com).

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