

# Looking to Take Your Career to the Next Elevation...

JOIN OUR TEAM AS OUR

## Finance Director

City  
of

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Missouri

The City of Odessa is seeking a Finance Director. This position will provide a rewarding challenge to someone who is motivated to serve as a lead on the management team of a fast paced diverse local government organization of a thriving and growing community. The City is a vibrant, historic community of approximately 5,500 people in a strategic location for future growth, while being able to maintain the small, hometown feel that residents desire. The community is known for its family-friendly way of living, superior school system, moderate cost of living, and is strongly supported by numerous civic organizations. Today, Odessa is the largest and fastest growing community in Lafayette County. Odessa is situated in western Lafayette County at the intersections of U.S. Interstate 70 (I-70) and Missouri State Highway 131. Odessa occupies approximately 4.1 square miles and is approximately thirty-five (35) miles east of the heart of downtown Kansas City. The City of Odessa operates as a fourth class city. The City is served by a Mayor and six-member Board of Aldermen with the City Administrator overseeing the day to day operations of the organization.



Photos Courtesy of Downtown Odessa, Inc.



THE POSITION WILL REMAIN OPEN UNTIL FILLED  
A FIRST REVIEW OF APPLICANTS WILL BEGIN ON MARCH 13, 2020  
QUALIFIED PERSONS SHOULD SEND RESUME, COVER LETTER AND REFERENCES TO:

NICI WILSON, CITY ADMINISTRATOR  
125 S SECOND STREET | PO Box 128 | ODESSA, MO 64076  
NICI.WILSON@CITYOFODESSAMO.COM | WWW.CITYOFODESSAMO.COM

*The City of Odessa is an Equal Opportunity Employer*

*City of*

# ODESSA

*Missouri*

## *Finance Director*

The City of Odessa is seeking a Finance Director. This position will provide a rewarding challenge to someone who is motivated to serve as a lead on the management team of a fast paced diverse local government organization of a thriving and growing community. As the Finance Director, you will perform a variety of routine and complex supervisory, professional, administrative, and technical government accounting and finance functions. Responsible for maintaining the fiscal records, management of city funds, and related fiduciary controls of our vibrant and historic community of approximately 5,500 residents. With exposed beams and brick, City offices are located in a historic building that was fully renovated in 2015 in the heart of the charming and bustling Downtown Odessa business district. Under the general leadership and supervision of the City Administrator, the Finance Director will closely work with the Mayor, Board of Aldermen, Finance Committee, and all department heads. The organization operates as a "full service" city, providing water, wastewater, electric, and solid waste utility services, which includes a water treatment facility and two (2) wastewater treatment plants. With a combined budget of just over \$16 million dollars, the Finance Director will serve as the lead in the preparation of the City's annual operating and capital budgets with a fiscal year of April 1 to March 31. Responsible for the oversight and preparation of financial statements, appropriate debt and depreciation schedules, and functions as the liaison with the City's independent auditors, we value the Finance Director's ability to perform a wide variety of job tasks simultaneously which creates an exciting opportunity for someone with the personal motivation to become a successful member of our team.

The City of Odessa offers an excellent and highly competitive benefits package including medical, dental, and vision insurance (currently the City contributes 75% of employee/dependent health insurance premium and 100% of dental and vision premium), LAGERS retirement at the L-7 level with the "Rule of 80", optional 457 retirement plan, short and long term disability, employer paid life insurance, generous vacation/sick leave, and eleven (11) paid holidays.

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# CITY OF ODESSA, MISSOURI

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## CITY OF ODESSA, MISSOURI JOB DESCRIPTION

<i>Position Title</i>	<i>Finance Director</i>
<i>Department</i>	<i>Finance / Administration</i>
<i>Working Title</i>	<i>Finance Director</i>
<i>Supervisor</i>	<i>City Administrator</i>
<i>Grade</i>	<i>N/A</i>
<i>Salary Range</i>	<i>\$50,000 - \$61,500</i> <i>(Subject to qualifications and experience)</i>
<i>Position/Category</i>	<i>Regular/Full-time</i>
<i>FLSA Classification</i>	<i>Exempt</i>
<i>Revised</i>	<i>02/2020</i>



### **Primary Purpose:**

Performs a variety of routine and complex supervisory, professional, administrative, and technical government account and finance functions. This position is responsible for maintaining the fiscal records, management of city funds, and related fiduciary control of the City.

### **Supervision:**

Under the general direction and supervision of the City Administrator. The Finance Director reports to, and works closely with the City Administrator on a daily basis. The City Administrator is responsible for the annual review of the Finance Director and can authorize compensation increases as appropriate.

The Finance Director shall maintain a working relationship with the Mayor, Aldermen, Finance Committee, and all department heads.

The Finance Director will supervise staff as assigned.

### **Essential Duties and Responsibilities:**

- Establishes effective internal accounting controls and procedures and monitors after implementation
- Maintains accurate accounting and financial management of City's general operating fund, utility funds, grant accounting, and other accounts in accordance with approved fiscal policies
- Supervises directly, or through subordinate supervisors, technical and clerical staff engaged in maintenance of accounting records, payroll, and utility billing
- Coordinates the cash forecasting and management function and administers the long and short-term investments of City funds
- Leads the preparation of the City's annual operating and capital budgets in conjunction with the City Administrator, Department Heads, and Board of Aldermen

# CITY OF ODESSA, MISSOURI

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- Reviews reconciliation of billing, collection, and receivable balances of various accounts
- Prepares, analyzes, and interprets financial statements and reports as necessary to ensure sound financial management and appropriate transparency in the handling of government funds
- Performs activities associated with the issuance and retirement of municipal bonds, including preparation of financial data and development of appropriate debt service schedules
- Assists department staff and department heads with resolving accounting, payroll, and utility billing issues
- Interfaces with the county clerk and city clerk regarding various state regulations related to fiscal responsibility including the City's tax levy, financial reports, etc.
- Functions as the liaison with the City's independent auditors
- Prepares work papers, schedules, and spreadsheets to close out books at year-end; prepares the pre-audit and post audit trial balances and compiles the financial statements
- Formulates recommendations to the Board of Aldermen regarding major fiscal policy and management issues and long range financial plans
- Prepares and implements standard operating procedures for the City's Financial Department
- Attends all Board of Aldermen meetings
- Attends financial seminars, conferences, meetings, and other training for professional development purposes
- Performs all other duties as assigned

## **Qualification Requirements:**

Any combination of education, training, and direct experience providing for the following knowledge, skills, and abilities may be considered:

## **Minimum Qualifications**

- Bachelor's degree in Accounting, Finance, Public Administration or related field from an accredited college or university
- Three (3) years progressively responsible for municipal finance, supervisory experience, or other related financial experience. A combination of education and experience may be considered.
- Experience with external reporting requirements such as financial statements, GAAP, GASB, etc.
- Knowledge of municipal government accounting practices and planning
- Valid Missouri driver's license

## **Skills, Knowledge, and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill and/or ability desired:

- Knowledge of the principles and practices of modern public administration and finance and accounting
- Knowledge of Generally Accepted Accounting Principles and Governmental Accounting Standards Board reporting systems
- Knowledge of finance and budget principles, practices, and standards
- Knowledge of city ordinances and city and department policies and procedures
- Knowledge of state and local laws, regulations, and codes
- Knowledge of revenue trending and projecting
- Proficient with debt and cash management and cash and modified accrual accounting
- Proficient in professional written communication
- Proficient in effective verbal communication with co-workers and the general public
- Skill in interpersonal relationships
- Skill in the ability to train and supervise subordinate personnel
- Skill in planning, organizing, and directing work
- Skill in operating computers, government accounting software programs (preferably INCODE), and other standard office equipment
- Skill in Microsoft Office, specifically a strong understanding of Microsoft Excel, and G-Suite
- Ability to perform a wide variety of job task simultaneously with frequent interruptions
- Ability to treat the public and co-workers courteously
- Ability to protect the confidentiality of sensitive information
- Must be eighteen (18) years of age or older

## **Physical Requirements**

Primary functions require sufficient physical ability and mobility to work in an office setting, to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist, to lift, carry push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

## **Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work is mostly sedentary and typically performed in a standard office environment. Work may

# CITY OF ODESSA, MISSOURI

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involve prolonged use of the telephone and computer. May be subject to frequent interruptions with low to moderate noise levels. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Miscellaneous Requirements**

Must be able to successfully complete a thorough pre-employment personal, professional, and credit background check. In addition, candidate must submit to pre-employment and periodic drug testing. May be required to work evenings and weekends depending on assignments or outstanding responsibilities and projects. Subject to emergency call in. Must be able to be bonded up to \$50,000.

## **Selection Guidelines**

Applicants will be sought via advertisements of the position and direct recruitment. All applications will be reviewed on the basis of related experience and education. The interview process will be conducted under the direction and oversight of the City Administrator. The recommendation of the selected candidate will be the Mayor's appointment with the approval of the Board of Aldermen.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Peggy Eoff, City Clerk

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Nici Wilson, City Administrator