



Approved by:	<i>Jo Kiel, Director of Human Resources</i>
Date approved:	<i>December 13, 2022</i>
Job title:	<i>Director of Finance and Records, an exempt position, paygrade 36</i>
Reports to:	<i>Mayor and Deputy Mayor</i>

Job purpose

Working under the policies, budgets, and directives established by the Mayor and Zionsville Town Council, the Director is the senior paid staff executive responsible for all operations of the Department of Finance and Records.

Duties and responsibilities

- Exercising appropriate discretion and judgment, the Director’s functional responsibilities include receive, record, and disburse monies in accordance with generally accepted accounting standards and State Board of Accounts requirements.
- Prepare financial statements as required by Town of Zionsville and State of Indiana.
- Administer grant receipts and disbursements.
- Work collaboratively with other Directors to jointly achieve objectives.
- Develop and maintain trust and effective working relationships with elected officials, town employees, private and non-profit representatives, and citizens.
- Reviews, recommends, and administers policies and procedures.
- Oversees and directs projects, programs, and operations.
- Evaluates activities and operations.
- With input from and in coordination with other Directors and the Mayor and Deputy Mayor, develops, implements, and administers the annual budget.

Knowledge and experience

- Public-sector financial administration principles and practices, including the principles of governmental accounting and financial reporting, debt administration, budgeting, purchasing.
- Public records maintenance and disclosure requirements.
- Demonstrated collaboration, and communication abilities.
- Proven commitment to public service, transparency, and accountability.

Skills and Abilities

- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills.
- Communicate effectively, both orally and in writing; demonstrated skill in public speaking and presentation.
- Assigning, prioritizing, monitoring, and reviewing work assignments.

Qualifications

- A minimum of a high school diploma is required. An associate’s or bachelor’s degree, or equivalent, in accounting or business is preferred.
- A minimum of 10 years in related experience involving accounting and/or management is desired.
- At least three years progressive supervisory responsibility.

Working conditions

Essential job duties are performed indoors in climate-controlled environment.

Primary work surface is even, dry, carpeted, or tiled floor.

Work may be done alone or with co-workers with general directions from the supervisor.

The ability to work on several tasks at the same time and complete tasks effectively is required.

Physical requirements

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift 15 pounds at times.

Direct reports

Deputy Director of Finance and Records

Accounting Specialist

Public Assistance

Municipal Relations Coordinator - *for the purpose of serving as clerk of the Town Council*

Employee Signature:	
Date:	
Print Name:	