

FINANCE MANAGER

DEFINITION

Under Administrative Direction, plans, directs, manages, and supervises the City's cash management, investments, revenue collections, debt financing, financial analysis, budgeting, business licensing, and grants functions. Provides professional and technical assistance to the Administrative Services Director and serves as the City Treasurer in the absence of the Administrative Services Director.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Administrative Services Director.

Responsibilities include direct supervision of technical and clerical staff.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

Ensures the completion of division work activities in a manner consistent with City policies and procedures, applicable laws, codes, statutes, and regulations. Identifies revised or new policies and procedures to address changes in work processes, legal requirements, and regulatory considerations.

Develops and implements goals, objectives, policies, procedures, and priorities that advance the vision, mission, strategic objectives of the City.

Plans, directs, organizes, and supervises the day-to-day operations of the Finance Division including accounting division, treasury, and licensing activities.

Reviews, establishes, and maintains data processing systems, methods, and procedures.

Ensures preparation of high-quality, well-written, and logical communications, and provides well-considered, engaging, and responsive presentations to department staff and the Council as needed, during regular, committee, and special meetings.

Prepares revenue projections, personnel costs, fixed cost items, capital program expenditures, debt service requirements, prior year actual information and current year financial requirements for the tentative and final budgets.

Develops and implements cash management and general accounting controls involving general and special fund revenues and expenditures, and grant funds.

Monitors the implementation of the budget to ensure adequate financing and the proper expenditure of funds authorized by the budget.

Oversees, reviews, ensures accuracy of and reporting for, and administers payroll processes for the City.

Actively promotes the City's focus on effective and respectful communications to build better work relationships at all levels in the organization by emphasizing the concepts of self-awareness, emotional intelligence, productive conflict and conflict resolution, and prompt resolution of relational issues or miscommunication.

Communicates with a variety of internal and external stakeholders regarding policies, funding, receivables, payables, payroll, and other issues of interest. Provides and instill a practice in others of courteous, timely, and effective customer service.

Prepares resolutions and makes necessary adjustments and fund transfers related to budget adjustments.

Directs and implements the City's insurance programs.

Administers the City's purchasing system as assigned.

Represents the City in community and professional meetings as required.

Monitors State Legislation concerning municipal financing, makes recommends, and takes appropriate action.

Prepares financial reports and analyses and provides information as required by law or requested by the Administrative Services Director, City Council, City Manager, or other departments.

Provides support to the Administrative Services Director to plan, issue, service and otherwise administer long-term debt.

Coordinates inter-departmental activities as they relate to the business structure of the City for operations and capital project financing.

Supervises, participates in selection and disciplinary activities, trains, mentors, develops, and evaluates assigned staff.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of modern accounting and auditing.
- Principles and practices of public entity payroll and benefits administration.
- Principles and practices of financial administration including budgeting and reporting.

- Modern office practices, procedures, methods, and equipment.
- Laws, agreements, regulations, and ordinances, governing overtime, payroll, benefits, and public finances.
- Basic supervisory and personnel evaluation and development skills.
- Modern principles and practices in treasury management.
- Budget preparation, program analyses, and revenue forecasting.
- Principles and practices of organization, administration, budget, and personnel management.
- Data processing methods and procedures.
- Municipal debt administration.

Ability to:

- Develop, revise, and install accounting systems and procedures.
- Conduct accurate research and analysis and present findings in a clear and understandable manner.
- Assess needs and issues, develop solutions, and effect desired changes; make effective analysis and sound decisions.
- Develop and nurture relationships, influence outcomes, develop accuracy, a desire for courteous and effective customer services, and initiative in others.
- Communicate effectively and clearly to a diverse group of internal and external stakeholders explaining complex issues in an easily understandable manner.
- Analyze, forecast, manage risk for, and recommend policies and practices to protect and improve revenues, debt ratios, investments, financial reporting and statements, payroll and financial tracking and reporting systems, and licensing and collection activities.
- Present to public bodies and department leaders and staff on relevant and complex finance topics.
- Prepare varied financial statements, reports, and analyses.
- Travel to and from meetings of your own volition and at all hours of the day or evening in a timely manner.
- Plan, assign, and coordinate the activities of professional, technical, and clerical staff.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any education, certification or licensure experience that would be the equivalent of four years of academic coursework in, similar to that of a bachelor's degree, in accounting, finance, public administration, or business administration and five (5) years of experience of a progressively

responsible nature in accounting and financial work, including two years of governmental accounting experience.

Licenses and Certifications:

Possession of a professional finance designation from IPMA, CMFOA, or GFOA or a CPA is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.