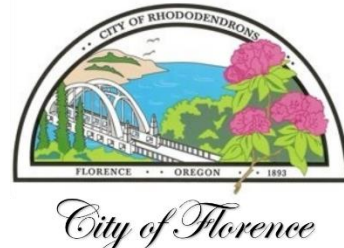


FINANCE MANAGER

POSITION DESCRIPTION



DEPARTMENT: Administrative Services
SUPERVISOR: Administrative Services Director

BARGAINING UNIT: Non-represented
TYPE: Regular, full-time
(40hrs/week, M-F)

DESC. DATE: October 2018
REVISED DATE: n/a

FLSA: Exempt
SALARY GRADE 19: \$28.24-39.02/hr.

GENERAL STATEMENT OF RESPONSIBILITIES

The Finance Manager position is responsible for managing and directing the activities of the City's Finance Department, which is accountable for performing centralized and decentralized professional accounting operations and reporting all City financial transactions, activities, and funds.

This position is responsible for organizing and performing the daily, weekly, bi-monthly, quarterly, and annual accounting activities for the City. This is a hands on position that involves performing work that is broad in scope and involves significant accountability and decision-making responsibility, including responsibility for establishing and enforcing City-wide accounting and financial reporting policies and practices.

DISTINGUISHING CLASS CHARACTERISTICS

This position is distinguished from the Administrative Services Director position, whose primary role and responsibilities include supervising operations and staff of the Administrative Services Department; directing development, preparation, and monitoring of the budget; developing financial strategies, projections, and plans; and providing high-level analysis and advice to the Management Team.

ESSENTIAL FUNCTIONS – Examples of Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties may include, but are not limited to, the following:

Manage and Support the Finance Department

- Serve as the supervisor of Finance Department staff. Plan and organize workloads and staff assignments; train, motivate, and evaluate assigned staff, review progress, and direct changes as needed.
- Plan, organize, coordinate, and directly assist Finance Department personnel or perform needed work in various accounting functions, including: financial and budgetary reporting and audit, general ledger, daily banking activities, bank reconciliations, accounts payable and receivable, payroll, and utility billing.
- Coordinate the City's independent auditor's work plan and schedule for the City's annual financial audit.
- Supervise and perform the maintenance of accounting records and the preparation of internal and external financial statements and reports, in addition to the preparation of periodic financial reports to the Administrative Services Director, City Council, and City Departments.
- Manage and participate in creating and/or reviewing journal entries to reflect changes in the financial records including fiscal year end adjusting/closing journal entries.

Establish and Enforce Policies, Procedures, and Controls

- Formulate, implement, interpret, and monitor enforcement of citywide accounting policies, procedures, and internal controls to ensure the integrity of City financial operations and compliance with all legal requirements and applicable accounting standards.

- Review and implement City accounting and treasury policies and procedures to ensure that adequate internal controls are developed and maintained.
- Develop and maintain a strong system of internal financial controls.

Perform Finance and Accounting Related Functions

- Prepare and maintain payroll-related documents, files, and lists; assist in data input into a computerized system; oversee the maintenance of accurate payroll and time off accrual records; distribute payroll checks according to established procedures; process payroll deduction payments and prepares check requests to pay vendors (e.g., insurance carriers) as required; update payroll reports; submit reports and/or payments to appropriate agencies; and maintain and updates employee data as required.
- Oversee the development and maintenance of the City's capital asset records, track capital expenditures, identify and assign inventory numbers to capital assets, and prepare capital asset reports as scheduled.
- Maintain and coordinate grant accounting with other departments and grantor agencies to ensure compliance with funding requirements.
- Plan, organize, and perform the following accounting functions:
 - General ledger, including posting various subsidiary accounting systems on a daily basis; daily banking activities, accounts payable and receivable, payroll, and utility billing. Ensures subsidiary ledgers are reconciled to the general ledger on no less than a quarterly basis;
 - Monthly, quarterly, and annual internal and external financial and budgetary reporting;
 - Monthly bank reconciliations;
 - Creates and/or reviews journal entries to reflect changes in the financial records to post subsidiary system activity, correct errors, post recurring transactions. Activity is daily, bi-weekly, monthly, quarterly, and annually, and includes fiscal year end adjusting/closing journal entries;
 - Reviews and ensures payroll taxes, retirement benefits, including but not limited to PERS, worker's compensation, health insurance, and reports and payments are prepared accurately and filed and paid timely;
 - Compiles information and assists in the development of the City's biennial budget; and
 - Implements, interprets, and monitors enforcement of City-wide accounting policies, procedures, and internal controls to ensure the integrity of City financial operations and compliance with all legal requirements and applicable accounting standard.

General and Other Functions

- May serve as a member of employee and City committees or as a City representative to City and interagency committees as assigned.
- Represent the City of Florence by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
- Follow all safety rules and procedures established for work areas, as well as all department and City policies and procedures.
- Maintain regular job attendance and adherence to working hours.
- Perform other duties of a similar nature or level as required by management to meet the needs of the department.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Governmental accounting principles, practices, procedures, and techniques;
- Applicable Federal, State, and local laws, ordinances, rules, policies and regulations governing municipal and non-profit operations in the State of Oregon, specifically including Oregon budgetary laws and regulations;
- Spreadsheet applications and word processing software programs;
- Modern office methods, practices, procedures, and automation tools;
- Project management principles and methods;
- Principles and methods of supervision, employee training, and motivation;

- Business and management principles, including coordination of people and resources; and
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills in:

- Directing, managing, and reviewing technical financial work completed by Finance Department staff and others throughout the organization;
- Supervising, training, and evaluating staff; effectively delegating work; and developing and maintaining a diverse workforce and a harassment-free environment;
- Coordinating and executing multiple tasks and/or projects to meet deadlines and address potential delays and problems in a professional and timely manner;
- Effective communication, both orally and in writing, to convey information and to receive work assignments;
- Researching and analyzing a variety of complicated information and data; making recommendations based on research findings; writing reports and creating spreadsheets; and presenting information;
- Developing, interpreting, and applying laws, professional standards, administrative and financial policies and procedures;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations;
- Providing courteous customer service and effectively working with the general public, the media, supervisors, co-workers, employees, union representatives, and other organizations representing various diverse backgrounds; and
- Coaching, mentoring and developing employees, and encouraging a team environment within the Finance Department.

Ability to:

- Oversee and participate in the management of the full-cycle municipal accounting program;
- Operate standard office equipment, including integrated accounting software;
- Interact harmoniously with co-workers, public officials, other agencies, and the public;
- Accurately and timely post and review financial information;
- Successfully pass the background checks and screening requirements of the City;
- Work independently; prioritize and resolve issues; and complete tasks and duties while working in a dynamic environment;
- Exercise diplomacy, discretion, and tact in dealing with sensitive, complex and highly confidential issues and situations;
- To be bonded;
- Adapt to the City's culture and priorities, and adjust to the differing organizational structures, leadership and work styles; and
- Proficiently use computers and related software applications, online tracking systems, Internet research tools, reporting applications and various databases.

MINIMUM/SPECIAL QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college or university in Accounting or Finance; and
- Three-five (3-5) years of progressively responsible experience in the field of accounting or finance, preferably in a governmental or not-for-profit organization, including at least one (1) year supervisory or managerial experience; or
- Any combination of education, experience, and training that demonstrates the applicant possesses the knowledge, skills, and abilities to successfully perform the essential duties of the job.

Licenses and Certificates

- Possession of, or ability to obtain and maintain a valid Oregon driver's license.

Other

- Must successfully complete background check. Prospective employees are subject to an extensive background check that may include, but not be limited to, validation of all application materials, prior employment and personal references, credit history, driving records and fingerprint-based state and federal criminal. Adverse background data may be grounds for immediate disqualification.

PREFERRED QUALIFICATIONS

The ideal candidate would also have the following:

- Master's Degree in Accounting or Finance.
- Considerable experience working with Microsoft Word, Excel, and PowerPoint.
- Knowledge and experience with Caselle accounting software.
- Possess Certified Public Accountant (CPA) license in current good standing.
- Experience working for a government agency or not-for-profit, including government accounting or working as a municipal auditor.

SUPERVISION RECEIVED & EXERCISED

This position receives supervision from the Administrative Services Director.

This position exercises direct and indirect supervision over the employees in the Finance Department, which includes ensuring that Finance staff have clear direction and resources to achieve daily responsibilities.

Supervisory responsibilities include assistance in hiring, training employees, planning, assigning, and directing work, appraising performance, recommending specific employee rewards, disciplining employees, addressing complaints, and resolving problems.

PHYSICAL DEMANDS

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Physical demands on the position generally involve moving materials weighing up to 10 pounds on a regular basis. Character and flow of duties involve manual dexterity and coordination for less than 50% of the work period in the operation of computers and calculators.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working conditions. The noise level in the work environment is typical of most office environments. Primary work environment is a climate-controlled office setting. Must possess ability to work in standard office setting and use standard office equipment. Attendance at meetings or activities outside of the standard work week may be required. May be required to speak before an audience. May deal with stressful situations or distraught individuals. Occasional operation of a motor vehicle on public roads. May need to travel.