



FINANCIAL SERVICES MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under the general supervision of the Director of Finance and/or the Deputy Director of Finance, this position is assigned to functional areas and, if assigned, is responsible for managing the accounting functions; coordinating the activities of budget and financial operations; and other assigned functional areas of the Department of Finance. This position requires independent judgment and initiative in maintaining the City's accounting system by applying generally accepted accounting principles and standards.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plan, organize, lead and control the work of staff who are involved in providing services related to general accounting, financial reporting, budgeting, accounts payable, utility billing, revenue services, business license, payroll, contract administration, and other assigned functional areas.
- Develop and implement the goals, objectives, performance measures and priorities for assigned programs. Monitor and evaluate the efficiency and effectiveness of service delivery methods; identify opportunities for improvement and direct the implementation of changes.
- Select, train, supervise and evaluate assigned staff including subordinate supervisors.
- Plan and manage month-end and year-end closing; interim and final audits for the City. Take a lead role in overseeing the work of finance staff in meeting the year-end financial reporting and audit deadlines. Review of audit materials and financial statements; and prepare response to audit findings.
- Ensure accuracy and timely submittal of financial reports for Federal, State and other agencies, including the Annual Comprehensive Financial Report.
- Coordinate the development and administration of the City budget, including preparation of the City's five-year financial forecast.
- Implement and maintain effective internal accounting control; ensure proper segregation of duties and City assets are safeguarded.
- Direct the monthly reconciliation of each asset and liability account of the City.
- Direct the preparation and processing of accounts payable, accounts receivable, payroll, and cash deposits.
- Administer the City-wide revenue program; provide revenue projections and prepare revenue analysis.
- Assist the Finance Director and Public Works staff to prepare the Capital Improvement Program budget.
- Monitor the investment and withdrawal of funds and assist with the City's quarterly investment report.
- Oversee internal controls in cash handling and collections.
- Conduct a wide variety of special studies; prepare detailed and analytical accounting, budget, financial, statistical, narrative and staff reports.
- Monitor, interpret and review changes to relevant Federal and State laws and regulations. Develop, recommend and implement changes to City's accounting policies and procedures to

ensure compliance with new accounting standards, laws, ordinances and regulations.

- Manage and review the enterprise resource planning system of the City and new financial computer applications to ensure data integrity and effective internal control; and compliance with generally accepted accounting principles.
- Makes presentations to and communicates with senior management, boards, commissions, civic groups and the general public; represents city and departments at external activities.
- Investigates and follows-up on citizen requests for service, complaints, and requests for information.
- Perform other duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

- Principles, practices, methods and techniques used in budgeting, and municipal accounting, including Generally Accepted Accounting Principles (GAAP).
- Quantitative and management analysis techniques to determine fiscal impacts.
- Computer based accounting and financial systems.
- Principles and practices of effective supervision.
- Contract administration.
- Advanced Microsoft applications including Excel and other computer software.

Ability to:

- Use effective leadership and supervisory skills to promote a motivated and highly performing finance team.
- Supervise, train, and evaluate personnel.
- Plan, organize, and complete special projects.
- Design, implement, and evaluate programs.
- Apply professional accounting principles to the maintenance of complex fiscal accounting records.
- Perform internal auditing of governmental and enterprise functions.
- Establish and maintain satisfactory working relationships with the public and City employees.
- Negotiate and administer contracts.
- Prepare, administer and monitor the budget.
- Prepare costing analysis for projects and negotiations.
- Analyze financial information.
- Oversee the automation of financial applications.
- Communicate clearly and concisely in both written and oral form.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and Experience:

- Bachelor's Degree in Accounting, Finance, Business Administration or a related field. A Master's Degree in one of the above fields is preferred. CPA or CPFO is highly desirable.

- Five (5) years increasingly responsible experience in accounting or auditing work preferably in a public sector environment.
- Two (2) years of supervisory experience.
- Effective leadership, management, and supervisory skills.

Significant Environmental Conditions:

Ability to operate office equipment and to work in a standard office environment.

FINANCIAL SERVICES MANAGER
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EXEMPT
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