

CITY OF GLADSTONE POSITION DESCRIPTION

Class Title: Finance Manager
Department: Finance

Range Number: 48
FLSA Status: Exempt
Supervisory
Non-Represented

Date: February 2021

GENERAL STATEMENT

A professional position which performs advanced technical and administrative accounting work in maintaining the fiscal records and systems of the City. Responsible for the planning, budgeting, organizing and auditing the accounting and financial transactions of the City.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator.

SUPERVISION EXERCISED

Supervises Account Clerks and other part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs advanced professional accounting work in the processing and maintenance of financial data and expenditure controls.

Develops and maintains complex fiscal records, including grants, programs, and funds.

Responsible for the operation and maintenance of a central accounting system for the City in a manner consistent with established, accepted governmental accounting standards and practices to guarantee the ability to produce cost, financial and statistical data for management purposes and to meet statutory requirements. Coordinates access security with the Information Technology staff.

Manages the General Ledger; monitors fiscal operations to insure compliance with generally accepted accounting principles and the requirements of the Certificate of Achievement for Excellence in Financial Reporting award program of GFOA.

Maintains internal controls establish to prevent fraud, assure compliance with accounting standards, track assets, and prevent budget over expenditures.

Produces the Comprehensive Annual Financial Report and manages the audit process. Prepares and delegates the preparation of audit work papers. Is main point of contact with auditor, and is responsible for maintaining audit schedule.

Drives to professional institutions to process financial documents and represents the City at, various conferences and meetings.

Prepares and reports all activities related to Federal and state grants.

Utilizes financial reporting tools to produce standard and special reports for the City Administrator, City Council, and other departments. Monitors the fixed asset program and the purchasing function.

Prepares cost allocations and maintains the Internal Service Fund accounts and Capital Projects accounts. Responsible for making debt service payments and for identifying and inputting material events into Electronic Municipal Market Access (EMMA) System.

Collects, compiles, tabulates and analyzes data and accounting procedures. Compiles information for a variety of narrative and statistical reports. Maintains and ensures the accuracy of journals and ledgers.

Prepares, verifies, adjusts and balances control accounts for budget processing. Reconciles report discrepancies, bank statements and reports problems.

Oversees all receivable accounting. Ensures a strong customer service environment.

Performs all treasury functions and invests idle funds in accordance with City adopted investment policy and state law.

Prepares the annual budget and any required supplemental budget documentation. Updates budget with approved changes.

Works with Human Resources on insurance issues (property/casualty/liability and worker's compensation).

Recruits, selects, supervises, trains and evaluates technical personnel performing the activities in the program areas of auditing, reconciliation, accounts receivable/payable, utility billing, payroll, collections and purchasing.

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of financial operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances in accordance with best personnel and business practices.

Ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to ensure sound fiscal control; prepares annual budget requests; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

PERIPHERAL DUTIES

Assists the public, public officials and other employees in a friendly and courteous manner.

Provides back-up to Account Clerk positions.

Serves as a member of various employee committees.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited four-year college or university with a degree in Accounting, Finance, Business or Public Administration, or a closely related field.

Eight (8) years of progressively responsible municipal accounting or finance work, two (2) years of which included supervisory experience.

Any equivalent combination of education and experience may be considered.

Special Requirements:

Must be bondable.

Must successfully pass a criminal history background and credit history check and pass the security clearance standards for unescorted access to certain City facilities.

Possession of, or ability to obtain by date of hire, a valid state driver's license with a clean driving record.

Knowledge, Skills & Abilities:

- Advanced knowledge of modern governmental accounting theory, principles, and practices.
- Considerable knowledge of internal control procedures and management information systems
- Considerable knowledge of budgetary, accounting and reporting systems: Governmental Accounting, Auditing, and Financial Reporting (GAAFR); Generally Accepted Accounting Principles (GAAP); and, Governmental Accounting Standards Board (GASB).
- Considerable knowledge of public finance and fiscal planning.
- Considerable knowledge of management and supervisory practices and principles.

- Considerable knowledge of office automation and computerized financial applications.
- Considerable knowledge of payroll and accounts payable functions.
- Skilled in computer operation in a Microsoft AD environment; proficiency with word processing; spreadsheets, databases, electronic communications, and other financial planning and budgeting applications.
- Skill to effectively supervise and motivate staff.
- Excellent written and oral communication skills.
- Ability to communicate effectively, orally and in writing.
- Ability to work as a team member and to provide great customer service to City departments.
- Ability to prepare and analyze comprehensive financial reports and make effective presentations.
- Ability to maintain efficient and effective financial systems and procedures.
- Ability to administer grants and prepare associated documentation.
- Ability to manage multiple projects often within tight timeframes.
- Ability to evaluate professional and technical staff operations and develop and implement plans to increase or improve their efficiency and, to develop individual performance goals.
- Ability to establish and maintain positive and cooperative effective working relationships with staff, public officials, outside agencies and the general public.
- Ability to drive a City vehicle.

TOOLS AND EQUIPMENT USED

Personal computer in a networked environment including word processing, spreadsheet, scheduling, e-mail, and database software; financial and accounting applications, standard office equipment and communication devices; City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Drive vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is primarily performed in a lighted, conditioned office environment with a noise level that is usually quiet.

The position incumbent works with a significant workload characterized by frequent deadlines and constant interruptions. Evening meetings are required.

This position 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.

Revision History: 4/2022