



City of Klamath Falls

Position Description

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| Position: Finance Manager | Group: Non-represented |
| Department/Site: Finance & Business Services | FLSA: Exempt |
| Evaluated by: Finance & Business Services Director | Salary Grade: 129 |

Summary

Under the supervision of the Finance & Business Services Director, the Finance Manager is an exempt position under FLSA. Under direction of the Finance & Business Services Director, oversees and participates in processing complex accounting transactions, preparing adjustments to sub-ledgers and ledgers, and oversees and performs reconciliation, reporting, and auditing of general ledger financial information. Ensures compliance with established procedures, accurate and timely accounting and statistical reports, proper utilization analysis, and accounting for revenue and special funding by performing professional accounting work. The Finance Manager is responsible for coordinating and overseeing Finance services. This is a supervisory position. The employee in this position carries out supervisory responsibilities in accordance with the City’s policies and applicable laws. Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems. The Senior Account’s direct reports include the Payroll Accountant, Accountant, Accounting Technicians, and part-time Finance Assistant. Performs related duties as required.

Distinguishing Career Features

The Finance Manager is a management level position that assists the Finance & Business Services Director in administering the overall operations of the City’s established mission and goals. The incumbent is a working leadership position, accountable for the efficient and effective operations of day-to-day general ledger accounting functions. Advancement to this position requires compliance with the qualifications of the position and a demonstrated ability to produce financial reports by integrating operations and implementing accounting controls. The Finance Manager may act for the Finance & Business Services Director in his or her absence. This class is distinguished from the next higher classification of Finance & Business Services Director, which serves as the Chief Executive Officer over all Finance & Business Services.

Essential Duties and Responsibilities

- Reviews accounting transaction postings made by others. Participates in posting transactions and prepares journal entries and general ledger adjustments to budget records, special funds, and financial statements.
- Participates in development and implementation of accounting controls governing financial activity. Ensures separation of activities, accounting of assets, and proper execution of transactions.
- Audits financial data and documents to assure accuracy, completeness and compliance with policies and procedures and applicable government regulations. Recommends change to policies and procedures that improve internal controls.

- Prepares proper closing of the general ledger and trial balance for year-end financial reporting. This includes all special funding, current accounting expenditures, deferred balances, and employee-based accounts such as payroll and accruals.
- Assists with, and coordinates activities connected with audits performed by independent auditors. Coordinates documents, answer questions, prepares requested reports.
- Prepares, analyzes, and reviews a variety of reports for management, County, State, and Federal agencies. Ensures compliance with accounting and legal requirements.
- Assists the Finance & Business Services Director in facilitating the budget development process. Researches and gathers information about labor costs, revenues and limits, projected overhead, and details for expenditures within various funds. Works with departments and sites to develop and critique budget proposals. Implements the approved budget and integrates it into the financial systems.
- Prepares the Annual Comprehensive Financial Report (ACFR) for the City and financial statements for the Klamath Falls Urban Renewal Agency using the GFOA preparers checklist.
- Serves as a resource for questions regarding budgets, accounts and related information. Provide technical expertise and direction regarding accounting issues and discrepancies.
- Reviews financial record-keeping procedures, techniques and methods. Recommend and implement new or improved procedures and techniques, assuring efficiency and compliance with District policies and applicable government regulations.
- Conducts financial and procedural analysis of revenue limits, sources of funds, and related data. Monitors and analyzes the utilization of funds, including those from general, grant, capital, and other sources.
- Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems.
- Prepares and reviews tax returns and forms to the IRS and the department of revenue. Maintains up- to-date knowledge of tax reporting requirements.
- Prepares and enters high level accounting adjustments onto the accounting system such as those required for general ledger prior to producing financial statements.
- Researches and analyzes revenue, financing, and costs including those connected with labor and collective bargaining implications. Presents information on sources and uses of funds to collective bargaining proceedings.
- Participates in the development and enhancement of automated accounting and financial information systems.
- The Finance Manager may act for the Finance & Business Services Director in his or her absence.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires specialized professional-level knowledge of the theory, principles, and practices of accounting and financial record keeping. Requires in-depth knowledge of the generally accepted accounting practices and procedures for municipal entities. Requires thorough knowledge of computer-aided relational database systems that apply to accounting applications. Requires knowledge of audit procedures, development of accounting controls, and implementation of GASB releases. Must know and understand modern practices and principles of leadership. Requires well-developed human relations skills, sufficient to communicate technical concepts to others, to facilitate small group processes on technical matters, review employee performance, resolve conflict, and deal with organizations and individuals inside and outside of the City. Requires skill in writing professional communications and reports. Requires advanced math skills to perform financial and statistical computations and accounting tests.

▪ **Abilities**

Requires the ability to carry out all aspects of the position. Requires the ability to prepare trial balance, financial statements, summaries, account adjustments, financial estimates (variance analysis), audit reports, and custom reports using PC-based spreadsheets and relational databases. Must be able to prepare clear, complete, and concise financial records, analyze accounting data and prepare financial statements. Requires the ability to conduct technical research and complete complex mathematical and statistical computations. Requires the ability to develop and implement accounting controls. Requires the ability to learn and apply the sections of the state's municipal codes that deal with accounting, reporting, and reimbursement for services. Requires the ability to use specialized computer-aided tools for data management and analysis. Must be able to prepare professional written reports. Must be able to supervise, train, and manage the performance of staff in a manner that encourages teamwork, high morale, and efficiency.

▪ **Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires ambulatory ability to retrieve files and stand at a counter for customer service transactions. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

▪ **Education and Experience**

The position requires a Bachelor's Degree in Accounting, or the equivalent specialty, and five years of experience in accounting, two of which must involve leadership over processing of transactions and production of financial statements. A CPA, CMA, or CIA certificate is desirable and may substitute for some experience.

▪ **Licenses and Certificates**

Possession of or ability to obtain within 30 days of hire a valid Oregon driver's license.

▪ **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.