



Finance Manager

DEPARTMENT/DIVISION: Support Services/Finance

GRADE: M-6

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: May 1, 2017

SUMMARY

Under the general direction of the Support Services Director, the Finance Manager is responsible for all areas related to accounting and financial reporting. The position is responsible for the Supervision of the Finance staff.

Work includes the performance of advanced professional accounting work related to the preparation and maintenance of financial records including budget preparation and analysis, and the preparation and audit of financial statements to ensure accurate and timely financial statements. Responsibilities include preparation of the annual budget, quarterly analysis of budget to actual results, preparation of the CAFR, cash management, debt management, and periodic forecasting. Primary responsibilities are constrained within tight deadlines. Duties will be completed individually or through subordinate staff. Performs related duties as assigned.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Accounting & Financial Controls:

- Responsible for the City's accounting systems to ensure timely preparation of financial statements including the CAFR and other fiscal reports.
- Coordinates all activities relative to the Annual Audit, including direction to staff on preparation of monthly and year-end audit schedules.
- Directs staff in developing and implementing procedures and systems necessary to maintain proper records, and to afford appropriate internal controls and customer service.
- Reviews accounting documents to ensure accuracy of information and calculations and directs staff to make correcting entries with appropriate training.
- Oversees issuance of debt and debt compliance.

Budgeting, Forecasting, Operational Support:

- Responsible for the preparation of the annual budget document under the direction of the Support Services Director and the Budget Officer and with support from staff.
- Supervises financial reporting and funds disbursement for any grants across the City.
- Prepares the quarterly budget to actual report for presentation to Council.
- Prepares and presents budgetary resolutions to Council as needed.

General Management:

- Responsible for the daily activities related to the management of Cash and Debt.
- Participates in the development of long-range financial planning, debt service funding, revenue forecasting, and other selected projects of strategic nature.
- Works with and assists directors and managers with budget, reports, and other projects.
- Directs the development and implementation of Finance Department goals and objectives in coordination with Support Services Department.
- Monitors compliance with Red Flag Consumer Protection Polices and internal controls.
- Supervises, plans, organizes, assigns, reviews and evaluates the work of assigned professional, technical and clerical support staff.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position. The employee in this position carries out supervisory responsibilities within the Finance Department in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

Education and/or experience:

Bachelor's degree (B.S.) from an accredited college or university in Accounting or related degree with emphasis on accounting and seven to ten years of professional level accounting experience with progressively increasing responsibility, which included three years of supervisory experience. Must be well-versed in Government Accounting and Auditing Standards and Microsoft Office applications including Excel, Word and Power Point.

Desired:

CPA, CMA, GFOA Certified Public Finance Officer and/or OMFOA Professional Finance Officer Certification. Public agency experience.

License/certifications:
Valid Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Modern management and supervisory principles and practices; principles, practices and terminology of general, fund and governmental accounting, auditing and budgeting; principles and practices of both internal and external audits; principles and practices of business data processing, particularly related to the processing of accounting and payroll information; applicable federal, state and local statutes and ordinances regulating public fiscal operation; auditing and reconciliation principles and methods.

Skill in:

Communicating complex information such as rates, charges, policies and procedures etc., to staff and the public in a personable and professional manner; supervising, planning, and coordinating the work of subordinate staff; analyzing, balancing, reviewing, interpreting and reconciling financial reports and transactions; ensuring proper authorization and documentation for disbursements and other transactions.

Ability to:

Make recommendations on the cost and effectiveness of projects; read and interpret documents such as financial reports, statements etc.; communicate effectively verbally and in writing; maintain and prepare records, reports and correspondence; operate a variety of appliances and equipment; establish and maintain effective working relationships.

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 accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk and hear. The employee is frequently required to sit and reach with hands and arms, stand and walk.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is in an office environment with minimal exposure to health and safety hazards.

The noise level in the work environment is usually quiet to moderate in noise level.

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.