

CITY OF OAK HARBOR

JOB DESCRIPTION

Title: *Finance Manager – Budget & Accounting*
Department: *Finance*
Reports to: *Director of Finance*
Status: *Exempt / Non-union*

Job Summary:

Under general supervision of the Finance Director, the Finance Manager-Budget & Accounting performs professional accounting work from the intermediate to the advanced level, including effective personnel management, planning, directing, and administering of the day-to-day functions and customer services of the budgeting, accounting, payroll and accounts payable division of the Finance Department. The individual assigned to this position is expected to apply a fundamental knowledge of generally accepted accounting principles and practices to regular, recurring and varied work situations involving professional determinations. The position performs designated duties of the Finance Director as directed, attends meetings, presents technical financial information to City Council, boards, and commissions, and assists in planning, budgeting, and supervisory activities. The position may provide back up for the department in the absence of the Finance Director.

Essential Job Functions:

1. Exercises independent judgment in analyzing problems, issues, and situations to make fiscal determinations and solves problems that arise; assists with implementation of recommendations; prepare financial and cash flow analysis to provide for sound financial decision making.
2. Direct and supervise day-to-day activities in Budget and Accounting Division. Be responsible for weekly and daily work plans, staff schedules, meetings, and maintaining work schedules.
3. Supervise, including participate in the hiring process for new employees, assign tasks, review employees' work processes and products, counsel employees, give performance evaluations, and recommend staffing, promotion and disciplinary action.
4. Lead and mentor Accountants and Accounting Technicians in accordance with Finance Department goals, policies and procedures. Provide continuous information and training for conducting work, including technology implementation.
5. Develop Budget and Accounting Division staff skills through identification of opportunities for improvement, further enhancement of core strengths, and introduction to new competencies.
6. Assist the Finance Director to develop the City's fiscal management, internal control matrices, and operational policies, procedures, and programs, and work with other employees to implement and maintain day-to-day routines and priorities as well as customized accounting related software to meet department needs and considerations.
7. Oversee accuracy and punctuality of financial variance analysis, reconciliations, team analytics/projects, and journal entries.
8. Establish and maintain effective and cooperative working relationships with City officials and department heads, co-workers, City employees and the general public using good judgment to provide excellent customer service, handle customer complaints, respond to inquiries and resolve concerns in a positive and timely manner using tact and courtesy, sometimes under stressful situations.
9. Supervise the collection, preparation, review and retention of monthly journal entries. Balance journal entries, at the fund level, and distribute monthly financial reports to the City users.
10. Monitor the reconciliation of all City cash accounts to the general ledger on a monthly basis. Retain reconciliations and bank records in orderly fashion. Make recommendations for internal control safeguards over cash disbursement and receipting processes.
11. Administer and maintain the City's chart of accounts and with responsibility for matters such as setting up new accounts, and BARS code compliance.
12. Implement and enforce internal fiscal controls and procedures for all city offices; ensure compliance with all GASB and GAAP reporting and accounting requirements, as well as compliance for grants and state/federal funding.
13. Direct the compilation and submission of the City's Comprehensive Annual Financial Report and supporting schedules and statements. Act as the City liaison with the Office of the State Auditor.

14. Assist the Finance Director and City Administrator in the design, compilation, communication and dissemination of the City's Biennial Budget.
15. Attend and participate in labor negotiations.
16. Coordinate and perform utility and other rates studies and assist in the review of ordinances, and development of updated rates, depreciation schedules and financial analysis of the City's proprietary funds.
17. Provides input in development of financial policies and procedures and recommends and implements policy changes as needed; gathers, interprets and prepares data for surveys, reports and questionnaires.

Associated Job Functions:

1. Attend various continuing education meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Advanced knowledge of municipal, state, and federal statutes, ordinances and codes, and Washington State Budgeting, Accounting, and Reporting System, for Category I cities, related to municipal accounting function and public records and records management, including Open Public Meetings Act, public notice requirements, and public disclosure.
- Ability to positively and effectively interact with diverse individuals to accomplish a common goal and establish effective working relationships with city employees and the general public; communicate effectively and persuasively orally and in writing; work well in a team environment.
- Skill in understanding the City's political environment and sensitivities; ability to function effectively within that environment.
- Knowledge of generally accepted accounting principles and the fundamental theories in accounting and finance.
- Basic knowledge of automated accounting information systems.
- Knowledge of payroll programs, regulations, policies, and procedures.
- Knowledge of the principles and practices of effective management, including supervision, training, evaluation, motivation, problem solving, decision making, and leadership.
- Ability to read, analyze, and interpret general business periodicals, professional journal, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to plan, organize and supervise the work of subordinate employees, including training, assigning and evaluating their work, and providing job performance feedback.
- Ability to prioritize short-term tasks and longer-term project work, delegate work appropriately, and meet strict deadlines with limited supervision.
- Ability to communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers in a public setting.
- Provide excellent customer service, in sometimes stressful situations, to internal and external customers.
- Ability to solve problems and provide a decision and/or recommendation and to communicate complex information orally and writing.
- Ability to work under the pressure of multiple projects and deadline situations.
- Ability to work independent of specific instruction but in conformance with established practices and procedures.
- Ability to utilize standard office equipment including personal computer and associated City and department-specific software.

Working Environment and Physical Demands:

Work is performed primarily indoors in an office, Council, or meeting room environment with frequent interruptions. Work requires ability to hear and speak clearly in person and on the telephone to groups and individuals, and hand eye coordination and fine manipulation skills are necessary to operate computers as well as normal visual acuity. Some travel is required to and from other locations. Occasional attendance at evening meetings is required.

Experience and Training Requirements:

- Bachelor's Degree in accounting or finance *supplemented by*
- Four (4) years of progressively responsible accounting, general ledger, IT, and budgeting experience, preferably in a local government setting, *and*
- Three (3) years of lead or supervisory experience in an accounting/finance function.
- Masters degree and/or certification as a CPA or CMA are highly desirable.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs.
- Must pass a background check to include credit check and a Drivers Abstract check prior to hire.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: HR 1/11

Revised: Fin/HR 6/15

FLSA: Exempt

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.