

FINANCE MANAGER POSITION DESCRIPTION

SUPERVISION RECEIVED:

The position reports to and is supervised by the City Manager, hereafter referred to as CM.

SUPERVISION EXERCISED:

Supervision is not currently a responsibility of the position unless specifically assigned for limited time periods and for specific purposes. When applicable, position will supervise any additional accounting/bookkeeping personnel.

GENERAL DESCRIPTION:

The Finance Manager is the primary financial resource person for the City. They are responsible for the financial aspects of the operation of the municipality, and are an integral member of the leadership team. The Finance Manager will perform professional accounting, financial analysis and budgeting in accordance with Generally Accepted Accounting Principles (GAAP) for state and local governments, including budget management, planning and preparation; audit compliance; financial management and reporting; full cycle accounting on cash and accrual bases; accounts payable & receivable; risk management; payroll functions and employee benefits.

DUTIES SHALL INCLUDE BUT NOT BE LIMITED TO:

1) Administration:

- a) Assist in budget management, planning, and preparation.
- b) Facilitate, monitor, and ensure budgetary compliance with ORS requirements.
- c) Prepare publications, resolutions, and reports as needed.
- d) Organize financial procedures and programs, recommend improvements and implement approved programs and procedures.
- e) Recommend improvements to meet accounting objectives and internal controls.
- f) Prepare financial policies for adoption by management and/or elected officials.

2) Treasury and Financing:

- a) Provide cash management and reporting.
- b) Assist with planning and acquisition of capital improvements.
- c) Provide comprehensive monthly financial reports for management and elected officials.
- d) Provide financial reporting to various state and federal agencies.
- e) Provide audit information and work with auditors to ensure compliance with Generally Accepted Accounting Standards for governmental agencies.

3) Contract/Grant Administration:

- a) Facilitate and/or prepare grant applications. Provide information for loan acquisitions.
- b) Facilitate, monitor, and ensure compliance with grant and loan requirements.

c) Provide public contracting administration. Maintain, monitor, and report status of contracts.

4) Information Systems and Decision Support:

- a) Perform financial analysis of information and provide financial data to others for report preparation.
- b) Assist and train department staff in accounting processes.
- c) Facilitate communications and requests with city vendors and consultants, city employees, department heads, city officials, citizens, loan officials, governmental agencies, and the public in general.

5) Risk Management & Benefits:

- a) Liaison for insurance claims administration.
- b) Administer employee benefits, including health and retirement (PERS).
- c) Assist with risk management program implementation.

6) Accounting and Internal Controls:

- a) Perform full cycle accounting; process, reconcile, and report for both the cash and accrual bases as required.
- b) Manage general ledger, accounts payable and receivable.
- c) Manage purchase order systems.
- d) Manage all payroll functions including checking of timesheets, preparing payroll checks, reports, and deposits.
- e) Type, edit, and proof correspondence and other materials. Perform data entry.

7) Other Duties as Assigned...

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Secured through a combination of education, training, and experience, this position requires the following knowledge, skills, and abilities:

1. Computer accounting and word processing skills
2. Skills with online tools, forms and processes
3. Ability to maintain confidentiality
4. Ability to read, understand, and implement laws
5. Excellent written and oral communication skills
6. Ability to effectively communicate under emotionally charged circumstances
7. Thorough knowledge of accounting principles and practices
8. Knowledge of governmental accounting and auditing practices
9. Ability to organize work to meet deadlines
10. Ability to create and manage electronic spreadsheets
11. Ability to establish effective working relationships with coworkers, other public agencies, and customers; commitment to Diversity, Equity and Inclusion
12. Ability to prioritize multiple demands on time

CERTIFICATION AND LICENSES REQUIRED:

1. Valid Oregon Drivers License.
2. Associates degree in Accounting, Business Administration or related.

PREFERRED SKILLS OR EXPERIENCE:

1. Bachelors degree in Accounting, Finance, Business Administration
2. 3-5 years of responsible accounting experience
3. 1-3 years of related experience in a public agency.

LEVELS OF PHYSICAL ACTIVITY:

Common office environment, Repetitive hand movement for data processing is a frequent activity. Occasional lifting of up to 25lbs may be required.

PRE-EMPLOYMENT REQUIREMENTS:

1. Drug and Alcohol Testing: The City of Waldport is a drug-free workplace. Prior to being offered the position and as a condition of employment, any finalist may be required to submit to and pass a test for any Oregon controlled substance or alcohol.
2. Criminal History Check: Prior to being offered employment, any finalist shall agree to and have performed a Criminal History check. The findings of such check shall be utilized by the CM for pre-employment purposes only, to determine suitability for employment.