

POSITION TITLE:	Finance Manager
DEPARTMENT:	Finance
FLSA STATUS:	Exempt
SALARY GRADE:	J
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

The Finance Manager performs specialized work involving the financial and accounting functions of the City. The Manager manages collection, custody, and disbursement of City funds, manages annual audits, assists with financial and strategic planning for the City, assists with the biennial budget preparation, and conducts special projects as assigned by the City Manager. Clear and concise communication with public and staff on financial matters and concerns is expected. The Manager also supervises the day-to-day operations of Utility Billing, Accounts Payable/Accounts Receivable, and Municipal Court staff.

ESSENTIAL JOB FUNCTIONS:

- In conjunction with the City Manager:
 - Develops and implements the city's financial policies and strategic financial planning.
 - Prepares and administers the City's budget in accordance with Oregon law.
 - Ensures the timely completion and accuracy of the City's Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR).
- Prepares financial forecasts, debt issuance documents, and rate analysis for the City's utility system and financing of capital improvements.
- Ensures the City's budget, accounting systems, and reports comply with appropriate legal and regulatory requirements of the Generally Accepted Accounting Principles for municipal agencies.
- Coordinates and performs all accounting and fiscal management requirements on federal and state grants.
- Ensures integrity and accuracy of the general ledger and subsidiary ledgers while ensuring internal control within all city functions; ensures adequate security for all financial assets.
- Prepares all monthly journal entries, including accounts receivable, accounts payable, and general ledger; prepares monthly bank reconciliation of various City accounts with multiple financial institutions.
- Provides supervision and manages Accounting, Utility Billing, and Municipal Court staff, including prioritizing and developing work plans, to ensure City goals and objectives are met. Schedules, assigns, and evaluates performance of department staff.
- Handles difficult problems that arise from the public and answers questions concerning tax rates and billings.
- Respond to requests for information from the City Manager, Deputy City Manager, Council, Boards, Commissions, staff and other outside agencies; reviews reports prepared by staff and determines completeness and accuracy.
- Maintains all financial records of the City's contracts; ensures all purchases comply with adopted contracting regulations and procedures.
- Attends City Council and other meetings and makes public presentations as required.
- Performs other duties as assigned/required.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.

JOB SPECIFICATIONS:

Mandatory Requirements:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- Minimum three years progressively responsible experience directly related to the position, including public sector accounting; minimum two years' experience in a supervisory or leadership role.
- Strong written and verbal communications skills; quantitative analysis skills, including cost/benefit analysis and statistical analysis.
- Extensive experience with Microsoft Excel or similar spreadsheets.
- High standards of personal integrity, professionalism, and attention to detail.

Preferred Requirements:

- Previous Oregon municipal experience; formal training in fund accounting.
- Working experience with Tyler Technologies Incode VX.

Necessary Knowledge, Skills, and Abilities:

- Considerable knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards, and Oregon Revised Statutes including concept, principals, and practices of municipal finance administration as they apply to budgeting and financial reporting.
- Considerable knowledge of applicable federal, state, and local laws governing revenues, expenditures, public contracting, budget law, urban renewal, and other economic stimulus programs.
- Intermediate knowledge of financial information systems and spreadsheet software.
- Considerable knowledge of methods and practices of financial recordkeeping; considerable knowledge of financial terminology.
- Ability to implement management theories, principals, and practices.
- Knowledge and skills in goal setting, program development and evaluation, and supervision of staff directly or through subordinate levels of supervision.
- The ability to effectively communicate with coworkers, management, elected officials, and the public.
- Strong interpersonal skills, political astuteness, and awareness of and navigation around controversial and sensitive issues.

Special Requirements/Licenses:

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check and Criminal History check.

SUPERVISION RECEIVED:

Works under the direction of the City Manager.

SUPERVISORY RESPONSIBILITIES:

Supervises department staff which includes oversight and assigning, reviewing and evaluating work performance.

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 individuals with disabilities to perform the essential job functions.

- Frequently required to sit and talk or listen.
- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand-eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching, and handling objects as required to file.
- Specific vision abilities required for this position include close vision and ability to adjust focus.

TOOLS AND EQUIPMENT USED:

General office computer/equipment including, but not limited to, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

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 individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer (internal and external) contact is high. These interactions may reach moderate noise levels.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.

Tyler Deems
City Manager

Adopted: March 2024

This job 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.

Employee

Date