



Job Description

Title: Finance Manager/City Clerk Supervisor: City Administrator	Dept: Finance/Clerk’s Office	Class: Exempt
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SUPERVISION

The Finance Manager is a full-time salaried and exempt position that reports to the City Administrator.

ESSENTIAL FUNCTIONS

- The functions listed describe the primary purpose of this job. Specific duties or tasks may vary and be documented separately. The employee might not be required to perform all functions listed. Additional duties may be assigned, and functions may be modified, according to necessity.
- All assigned duties or tasks are deemed to be part of the essential functions, unless such duties or tasks are unrelated to the functions listed, in which case they are deemed to be other (non-essential) functions.
- Employees are held accountable for successful job performance. Job performance standards may be documented separately, and may include functions, objectives, duties or tasks not specifically listed herein.
- In performing functions, duties or tasks, employees are required to know and follow safe work practices, and to be aware of City policies and procedures related to job safety, including safety rules and regulations. Employees are required to notify supervisors upon becoming aware of unsafe working conditions.
- All functions, duties or tasks are to be carried out in an honest, ethical and professional manner, and to be performed in conformance with applicable City policies and procedures. In the event of uncertainty or lack of knowledge of City policies and procedures, employees are required to request clarification or explanations from supervisors or authorized City representatives.

Under general direction of the City Administrator, the Finance Manager is a highly responsible operations and oversight position. The Finance Manager administers the financial operations of the City, maintains the official financial records of the City, and performs related work as required. Additional duties include reconciling fund and account balances, preparing ancillary financial reports, acts as the liaison for external audits, and other tasks as directed by the City Administrator.

- Participates, plans, implements and directs various financial statutory imposed and related administrative functions of the city including: budget preparation, budget reporting, revenue estimation, investment of funds, payment of bills, payroll and utility billing.
- Maintains the safe custody of all City funds: maintains an accurate record of funds, receipts, disbursements, payroll, special assessments, and debt service obligations: deposit funds; and reconciles and certifies cash, investments, receipts, and disbursements by fund.
- Attends City Council and other designated meetings as necessary to present financial, operational, and related reports pertaining to government operations.

- Develops and implements financial policy, procedures, rules, regulations, programs, systems, operations, goals, and objectives.
- Develops and executes a strategy for the use of Tax Increment Financing (TIF), including management of TIF debt, financial incentives, rebate programs, state certifications, and annual reporting requirements.
- Provides administrative support for the Mayor, Council, and Administrator.
- Provides input regarding future financial planning for the City including capital improvements and planning, financing, equipment, staffing recommendations, and development and operational planning.
- Prepares a variety of financial reports summarizing revenues and expenditures as well as budget and fund balances.
- Administers all grants awarded to the City, including the financial tracking, draw down requests, and files.
- Administers all grants where the City is the grantor: issue notices, accepts applications, confirms compliance of applicants, provides financial reports for Council or Committee, issues payments, and maintains files.
- Assures that all work performed in the Finance Department meets the City's standards for customer service, accuracy, quality, and efficiency.
- Assists with the selection, orientation, training, performance management, and discipline of employees in the City Clerk's Office in accordance with City policy.
- Review, mediate, and resolve personnel problems within the City Clerk's Office.
- May perform other duties as assigned.

MINIMUM QUALIFICATIONS AT ENTRY

Additional qualifications may be specified and receive preference, depending upon the nature of the position.

Education/Experience:

- A Bachelor's degree from an accredited college or university with major course work in Accounting, Finance, Public or Business Administration, or a closely related field. IMFOA Clerk and/or Finance Certified preferred.
- Three to five years of accounting/finance experience.
- Municipal or Governmental agency accounting experience preferred.
- Thorough knowledge/experience including financial statements, GAAP, budgeting, financial analysis, tax, financial and regulatory reporting
- Stated and Federal laws, rules, and regulations impacting governmental financial accounting and budgeting

Additional Eligibility Qualifications:

- Valid driver's license.
- A proven leader and creative problem solver.
- Experience in developing positive, cooperative and supportive relationships.
- Experience in facilitating open and effective sharing of information within the City.

Knowledge of:

- Principles and practices of management necessary to plan, organize, direct, manage, and evaluate financial operations.
- The theory, principles, practices, and application of governmental budgeting and accounting
- State and Federal laws, rules and regulations impacting governmental financial accounting and budgeting
- Knowledge of payroll and employee benefit administration
- Knowledge of federal and state tax laws as well as pension requirements
- Knowledge of office equipment, including telephone, copier, printers, fax machines, 10-key calculator, personal computers, etc.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations regarding municipal government.

Ability to:

- Work independently with intermittent direct supervision
- Excellent written, oral, and interpersonal communication and listening skills
- Problem solving, sound judgment, and decision-making abilities
- Maintain confidentiality
- Perform job functions adhering to safety guidelines and policies set forth by the administration
- Ability to operate a personal computer using various software programs
- Prepare clear and concise reports and correspondence
- Analyze and evaluate complex financial, budgeting, and administrative problems and develop and implement effective solutions
- Develop long-term budgets, long-term revenue and expenditure forecasts
- Balance long-term and short-term concerns in decision making
- Developing and implementing financial policies
- Developing systems to monitor budget performance and/or other financial activity
- Analyze cost-effectiveness of programs/initiatives
- Developing and utilizing transparent processes for allocating resources
- Increase public's trust & stakeholder's trust in local government
- Communicate technical/financial information in a non-technical manner
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Oversee, manage or respond to requests and inquiries from the general public.
- Act as a motivator who can develop strong staff and employee morale while attaining a high level of productivity and accomplishment from the work force.

WORKING CONDITIONS (Physical/Mental Demands)

With or without reasonable accommodation, requires the physical and mental capacity to perform effectively all essential functions. In addition to other demands, the demands of the job include:

- Maintaining composure in dealing with citizens, city staff, elected officials, and others, occasionally under conditions of urgency and in pressure situations.
- Must undergo and meet City standards for background and reference checks.
- Required ability to handle multiple tasks concurrently.
- Computer usage including data entry for prolonged periods.
- Handling and being exposed to sensitive and confidential information.
- Long periods of sitting
- Occasional walking, reaching with hands and arms, stooping, kneeling, and crouching.
- Frequent lifting and/or moving up to 10 pounds and occasionally up to 25 pounds.
- Close vision, distance vision, and ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time salaried position and regular hours of work and days are Monday through Friday 8:00am to 4:30pm. Occasional evening and weekend work may be required as job duties demand.

Classification History

Updated 08/21/2024

- 1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.*
- 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*
- 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.*
- 4. The City reserves the right to change or reassign job duties or combine positions at any time*