



<b>CLASSIFICATION TITLE:</b> Finance Manager	<b>JOB NUMBER:</b> 7225	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Finance Director	<b>PAY GRADE:</b> 26	<b>FLSA STATUS:</b> Exempt "At-Will"

## GENERAL SUMMARY

Performs intermediate skilled administrative support work performing accounting duties related to the City's general ledger and subsystems, preparing financial statements and other reports, reviewing and recommending changes to the City's internal accounting system, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director ("supervisor"). Divisional supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Supervises, motivates, and provides direction and guidance to assigned staff; evaluates and reviews work performance for acceptability and conformance with department standards, goals and/or City competencies; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.
- Oversees month-end and year-end reporting, and closing functions, including the preparation of the City's comprehensive annual financial report (CAFR), as well as other monthly, quarterly, and annual budgetary and financial reports.

- Assures compliance with laws, codes, and regulations governing regulatory and municipal accounting. Maintains high standards of professional accounting and auditing.
- On at least a monthly basis, analyzes financial information; prepares and presents written financial information, statements and forecasts, including but not limited to, executive summaries, variance analyses, and short and long-term projections for division and department director.
- Ensures appropriate governmental accounting concepts are being correctly and consistently applied. Makes recommendations to the Finance Director regarding reporting deficiencies or other areas for improvement that are needed, including the use of best practices.
- Performs and reviews a variety of professional accounting duties, including cost allocation, journal entry preparation, account analysis, internal auditing, cash management reconciliations, and other special projects as assigned.
- Evaluates accounting system requirements, and makes recommendations regarding system needs, improvements, and enhancements. Monitors internal control structure to ensure they are appropriate in all aspects of operations throughout the City. Conducts audits as necessary in a friendly, helpful manner. Makes necessary recommendations regarding improvements to the accounting system and/or internal control environment.
- Prepares and recommends financial and administrative policies, and procedures that align with GFOA recommendations and best practices. Assists with advancing policies and procedures through the required approval processes. Implements policies and procedures upon approval of the appropriate governing authority.
- Assists the Finance Director in preparing for and monitoring annual ad hoc audits performed by the State Auditor's Office, or other agencies.
- Coordinates budget and capital improvement plan preparation in conjunction with other assigned finance and administrative services staff, and other departments to ensure deadlines are met, funds and accounts are balanced, and documents are ready for division director, department director, and the City Manager as expected.
- Responsible for implementation of the Capital Improvement Plan (CIP) from a project accounting and budgeting perspective. Communicates and works well with other divisions and departments to help ensure success of each project, as well as compliance with the CIP, budget, and federal, state, and local grant requirements.
- Responsible for daily cash and investment management that complies with city, state, and federal guidelines, policies, and laws.

## KNOWLEDGE, SKILLS AND ABILITIES

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### Knowledge of:

- Applicable federal, state, and local laws, rules, codes, and regulations related to assigned activities.
- Laws, rules, and regulations related to municipal accounting.
- City organization, operations, policies, and objectives.
- Generally accepted accounting principles (GAAP).
- Professional level accounting, information technology concepts, methods, and budgetary principles and practices.
- Analysis of complex financial statements and reports.
- Computer systems and applications related to accounting, and auditing functions.
- Research methods, data collection, sampling, and analytical techniques, principles, and practices.
- Financial analysis and projection techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Cost of service and rate design principles.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques, including adequate documentation.
- Public speaking and facilitation techniques.

### Skills and Abilities to:

- Maintain accurate financial and statistical records.
- Verify, balance, and adjust accounts.
- Process and record accounting transactions accurately.
- Prepare and analyze comprehensive accounting reports.
- Utilize accounting and budgetary practices and terminology applicable to City accounting.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Perform a variety of professional accounting duties including financial analyses, forecasts, and benchmarking.
- Analyze and maintain complex financial systems.
- Analyze and prepare a variety of complex records, reports and other financial documents, including comprehensive accounting reports.
- Prepare special reports and projects as assigned.
- Learn, read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.

- Proficiently enter data, maintain records, and generate reports, using a personal computer and complex spreadsheet programs.
- Train, lead, plan, organize, and provide work direction to others.
- Provide technical expertise and information regarding accounting principles, practices, and policies.
- Develop, modify, and recommend improvements in existing accounting procedures, and introduce new procedures to expedite system.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet deadlines.
- Proficiently operate a variety of modern office equipment and personal computers using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **SPECIAL REQUIREMENTS**

Valid driver's license.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree with coursework in accounting, finance, or related field and six (6) or more years of experience in professional accounting, including one (1) year of experience in a lead or supervisory role.

## **COMPETENCIES**

### **Managerial**

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

## **Supervisory**

- **Foster Teamwork:** Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- **Prioritize Work and Commitments:** Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work is done first.
- **Drive for Team Results:** Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- **Manage Employee Performance:** Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

## **Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.



## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT



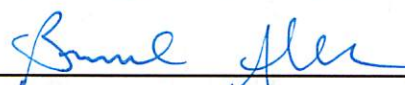
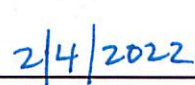

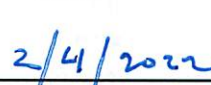
*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires regular and punctual attendance at the office or other assigned locations; work regularly requires sitting and using hands to finger, handle or feel, frequently requires repetitive motions, and occasionally requires standing, walking, speaking, or hearing and reaching with hands and arms; work requires occasional exertion of up to 25 pounds and requires frequent exertion of up to 10 pounds of lifting and force; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Authorization (for Archive)

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date