



JOB DESCRIPTION

TITLE: FINANCE MANAGER
STATUS: FLSA Exempt
GRADE: 19

JOB SUMMARY:

The Finance Manager manages a team of 5 professional and technical staff members; providing strategic and managerial leadership while also contributing to day to day functions of the Finance Department. The Finance Manager is a member of the Department's Leadership Team responsible for helping the Department to achieve its mission, vision and goals.

The Finance Manager is responsible for performing and overseeing financial accounting functions, maintaining financial accounting records, coordinating reporting requirements, and overseeing the day-to-day operations of the utility billing/customer service group.

REPORTING RELATIONSHIPS:

This position reports to the Finance Director. This position supervises the Accountant, Payroll Accountant, the Accounts Payable Specialist, Finance Analyst and the Utility Billing Supervisor.

ESSENTIAL DUTIES include the following.

- Supervises staff; hires, trains, assigns and monitors work; evaluates performance and makes disciplinary recommendations; ensures effective operation of department;
- Manages utility billing and front desk reception functions and deal directly with complex and difficult customer service issues;
- Conducts special studies and analysis pertaining to a wide variety of finance issues that require the application of financial management principles, accounting theory and analysis of financial data. Prepares written reports of findings and recommends policies;
- Manages the day-to-day accounting and cash management activities of the finance accounting staff. Supervises accounting staff to ensure smooth functioning and meeting of deadlines for utility accounting, accounts payable, general ledger maintenance, financial reporting and control;
- Assesses customer service needs and works to improve and expand service delivery options;
- Coordinates financial and customer service with managers and staff in other departments to resolve issues and improve services;
- Institutes controls for financial functions throughout the organization and ensures proper segregation of duties is maintained to prevent and detect fraud. Designs, installs, and maintains internal control systems throughout the organization. Develops, implements and enforces accounting policies and procedures and standards;
- Administers the core modules of the automated financial system;
- Ensures compliance with Generally Accepted Accounting Principles and practices, and Internal Revenue Service regulations. Assures that the District's accounting and purchasing activities are performed in accordance with local, state and federal laws, regulations and standards;

- Reviews invoices, monthly journal entries, payroll journal entries, and the inventory ledger system to ensure accuracy;
- Oversees accounts payable and miscellaneous accounts receivable processing;
- Oversees payroll preparation and processing;
- Manages cash with District's bank as well as the general ledger system, and subsidiary ledgers;
- Assists in preparation of the District budget; maintains budget in general ledger and reviews monthly budget variance reports for all departments;
- Manages fixed assets for the District ensuring ledgers are up to date and appropriate depreciation expenses are taken;
- Prepares and reviews year-end adjusting journal entries. Prepares year-end schedules and assists and prepares year-end financial statements;
- Assists in preparation of the Comprehensive Annual Financial Report within legal deadlines and current standards;
- Oversees and manages the financial accounting process for Clearview Water Supply Agency;
- Assists in annual state audit as key District liaison;
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Supervision, management, and leadership;
- Budget and audit theories;
- Generally Accepted Accounting Principles (GAAP);
- Budgeting, accounting, reporting information systems;
- Municipal or other local government finance operations best practices and the implementation of internal controls;
- Various finance related computer software;
- District procedures and policies;
- Applicable laws, regulations, and procedures; and
- Supervisory theory and practice.

Skill in:

- Working as a member of a management team pursuing overall organizational goals;
- Team building and ability to attract and retain qualified staff;
- Developing and implementing goals, objectives, practices, policies, procedures, and work standards;
- Accounting;
- Financial analysis;
- Using office equipment such as phones, copiers, computers, calculators and fax machines; and
- Communication, both written, and oral and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge

and abilities would be five years progressively responsible experience in governmental finance/accounting and a Bachelor's Degree in Accounting, Business or related field. Supervisory experience is required.

WORKING CONDITIONS:

Duties are performed in an office environment.

PHYSICAL REQUIREMENTS:

This position typically requires balancing, reaching, walking, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Revised: April 2020