

## Classification Specification **FINANCE MANAGER**

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FLSA Status: Exempt

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### **GENERAL DESCRIPTION**

This management position is responsible for the finance and human resource functions of the agency, serving as a human resources and financial manager, as well as taking responsibility for day-to-day functions. May supervise accounting staff.

Positions in this classification exercise considerable independent judgment to manage day-to-day activities.

### **ESSENTIAL JOB FUNCTIONS**

- Manages the agency's human resources program, including recruitment, retention, termination, staff advancement, and orientation of new employees, and ensures compliance with all applicable laws and rules.
- Serves as a strategic partner in developing and implementing an agency strategic plan in a financial and human resource capacity.
- Defines and recommends annual benefits levels, including salary.
- Prepares annual benefits overview and presents to staff; advises agency staff on employee benefits.
- Assists in development of the agency work program and work program budget, including calculating member assessments, hourly billing rates, and projecting overhead rates.
- Administers agency contracts and grants; oversees contract and grant preparation and reviews all contract language; works with contractors to negotiate contract elements and values; manages grant documents and ensures proper and timely procedures for reporting and billing according to contract agreement and audit requirements.
- Manages the agency's procurement and contracting.
- Develops, evaluates, and continually updates agency-wide procedures and policies.
- Gathers information, compiles data, and prepares documents for agency's annual budget; monitors budget expenditures and revenues; evaluates variances in budgeted and actual revenue and prepares analyses as requested.
- May advise and assist staff in preparing financial documentation for grant proposals and reports for agency, city, and county grants.
- Manages the development and implementation of effective and accurate financial systems, operations, and procedures, oversees the general control environment, and manages the general risk of the agency.
- Serves as the agency's audit liaison and prepares audit documentation, reports and schedules.
- Manages the agency's insurance needs and serves as the agency's primary delegate.
- Prepares and presents oral and visual reports to staff and Council.
- Prepares and submits quarterly and annual federal and state returns.
- Manages collection of W9 forms from vendors and tracks 1099 transactions for annual reporting purposes.
- Manages and may participate in the day-to-day accounting functions of the agency, including:
  - Processing all invoices for agency; depositing and/or overseeing depositing of monies received by agency; tracking all monies flowing through agency.
  - Monitoring compilation of labor cost and analyzing for accuracy.

- Computing and preparing payroll and benefits.
- Advising staff on payroll matters and preparation of time sheets.
- Assisting project managers with conducting financial management of grant contracts and funds.

### **OTHER JOB FUNCTIONS**

Performs other related duties as assigned.

### **DISTINGUISHING FEATURES**

The Finance Manager classification is distinguished by the high level of responsibility for human resources, contracting, audit compliance, and financial management, and the ability to work independently and establish procedures with little direction.

### **WORKING CONDITIONS**

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

### **EDUCATION & EXPERIENCE**

#### **EXPERIENCE – MINIMUM:**

Five years of progressively responsible public sector administrative experience that provides comprehensive knowledge of the principles and practices of public and business administration.

#### **EDUCATION – MINIMUM:**

Bachelor's degree in business administration, accounting, finance, human resources or a closely related field.

#### **PREFERRED:**

Master's degree in public or business administration, accounting, finance, human resources or a closely related field.

#### **OR SUBSTITUTING**

Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Current approaches to public agency financial management, budgeting, and accounting including generally accepted accounting and auditing procedures.
- Human resources management, including state and federal laws pertaining to public employment.
- Records management systems and techniques.
- Applicable Federal and State laws, rules, and regulations.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Local government and political decision-making processes.
- Microsoft Office software for document, spreadsheet, and presentation preparation.
- Governmental accounting and auditing requirements.
- Financial organization of local government.
- Automated accounting, word processing, and spreadsheet software.

Ability to:

- Anticipate and resolve organizational and operational issues effectively and timely.
- Think critically and have the ability to work through issues systematically.
- Resolve conflict openly and inclusively.
- Develop and interpret policies and procedures as well as analyze complex administrative and policy issues.
- Prioritize work, organize tasks, set and meet deadlines, manage and forecast budgets, as well as manage numerous projects simultaneously.
- Communicate effectively both in writing and orally.
- Establish and maintain effective working relationships with policymakers and agency members, planning staff, agency staff, and the community.
- Establish and maintain effective working relationships.
- Juggle a myriad of competing priorities, deadlines, and requests.
- Detail oriented and the ability to resolve issues independently through research and professional judgement.
- Assist state auditors in their review of agency financial records.
- Ability to perform and interpret mathematical computations