

CITY OF LINCOLN

FINANCE MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, assists the department Director in managing operations and administration of the Finance Department and financial control policies affecting all City departments. Plans, organizes and supervises the work of department staff.

DISTINGUISHING CHARACTERISTICS:

The Finance Manager is the supervisory level classification in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents assist the Director by managing major programs within the Finance Department, including short and long-term planning and goal development; prepares program budgets; and analyzes, develops and documents procedures and controls related to assigned functions. This classification is distinguished from the next higher classification in that the latter is responsible for the overall work of the assigned unit.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Finance or his/her designee. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following*

Oversees all aspects of municipal and utility enterprise accounting systems.

Oversees preparation of City employee payroll, utility billing, accounts payable and accounting functions.

Maintains information services and data processing, including maintenance and repair of existing and new system hardware, and installation of new and updated software.

Develops policies and procedures for recording, maintaining and auditing City/IWA fiscal transactions.

Performs and/or manages the conduct of internal and external audits to ensure compliance with all processing procedures as required by City, State, Federal or grant programs.

Administers auditing contracts and coordinates the work of independent contractors.

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Assists the department director with the preparation of annual operating budgets.

Coordinates development of annual spending plans, monitoring/controlling plan administration.

Conducts treasury functions including receipt, custody and investment of City funds.

Prepares all required reports.

Hires, trains, assigns and reviews work; establishes work schedules, initiates corrective and/or disciplinary action; responds to grievances; initiates termination following established personnel policies and procedures and in consultation with the Department Director and Human Resources.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Performs other related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Possession of a Bachelor's degree from an accredited college or university in Accounting, Economics, Finance, Business Administration, or a related field.

Three (3) years of responsible professional accounting and/or budgeting experience, including one (1) year of supervisory responsibility.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

Possession of CPA certification is desirable but not required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB); principles and practices of municipal government and enterprise fund accounting; principles and practices of automated financial systems; grant and fund accounting; account analyses; financial statement preparation; auditing; basic billing, and collection procedures; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Examine and verify financial documents, reports and transactions; prepare a variety of financial statements, reports, and analyses; analyze, post, balance, and reconcile financial data, ledgers, and accounts; direct and review the work of assigned support staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Apply generally accepted accounting principles in a municipal finance setting; interpret statutes, procedures, rules, regulations and guidelines; review/analyze a variety of financial records/reports necessary to document the disbursement of funds in a municipal setting; plan, organize, coordinate and direct financial/fiscal/information services functions, activities and operations; analyze and interpret fiscal and accounting records and data; make financial forecasts and projections; communicate orally and in writing; in technical research and report writing; supervise, train, evaluate and motivate employees; establish and maintain effective working relationships with City employees

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and the public; and operate typical office equipment, including a personal computer and common office software applications, including financial and accounting programs.

Salary Range:

FLSA: Exempt

Employee Group: Contract/At Will

Adopted: **December 14, 2021**