



Job Title: Finance Manager
Department: Finance
Direct Supervisor: Director of Finance & Administration

General Purpose

Essential Duties

- Supervise Finance, Customer Service and Court Departments.
- Annual budget: Prepare budgets for Finance, Court, Insurance, Debt and Customer Service. Enter and review data for all departments. Prepare miscellaneous pages and organize budget for printing.
- File all property, liability and auto insurance claims and follow up on claims.
- Prepare annual renewal schedules for insurance company.
- Approve all Accounts Payable invoices prior to check printing.
- Approve and post all journal entries in software program. Approve purchase orders up to \$5,000.
- Verify that edit list agrees to timesheets for bi-weekly payroll. Review payroll for other errors.
- Prepare audit schedules and work with auditors during year end fieldwork.
- Manage fixed assets. Enter all data into New World software fixed asset module.
- Review of monthly financial statements for reasonableness and proper coding.
- Backup as needed for Court, Payroll, Accounts Payable and Purchasing.
- Maintain sidewalk program, including billings and collections.
- Manage billing and collection of assessments for Chamberlain Place and Old Orchard Streetscape.
- Manage special event insurance program for one time events requiring insurance.
- Maintain investment program with Edward Jones and various banks.
- Maintain schedule of payments for telecommunication leases.
- Enter data for Council financial reports and revenue reports monthly.
- Prepare annual reports on employee retirement for state Joint Committee.
- Prepare annual questionnaires for property tax rates for residential, commercial and personal property for City and business districts. File paperwork with State and County.
- Maintain taxable fringe benefit program for personal use of City autos.
- Maintain New World software database for new users and security for all users.
- Perform other projects as assigned.

Education, Experience & Training for Performing Essential Functions

Bachelor's degree from an accredited college or university with major course work in finance, accounting, economics or business. A minimum of five years experience in supervisory nature in a finance related field is preferred.

Successful candidate should have knowledge of principles and practices of financial administration; procedures and practices of purchasing and contracting and budgeting. The ability to supervise and motivate employees in a team environment in various divisions including Court Clerks and Customer Service is required.

Must also have ability to analyze, design, modify and implement automated and manual systems and procedures; establish and enhance fiscal and operating policies and procedures; analyze financial information and communicate it to non-financial users in an understandable manner; establish and maintain effective working relationships with superiors, associates, subordinates, the business community and the general public.

Work Environment and Physical Demands

Work is normally performed in a general inside office environment with appropriate heating and cooling and is not subject to significant occupation or environment hazards other than those normally associated with general public contact.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made. Employee must be able to sit, walk, talk and hear within normal limits with or without corrective assistance. The employee must regularly lift/move up to 10 pounds and occasionally lift/move up to 25 pounds. Employee must be able to sustain the manual dexterity to operate standard office equipment.

A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.