

CITY OF ANACORTES

revised May 4, 2000

JOB TITLE: Finance Office Manager

DEPARTMENT: Finance

REPORTS TO: Director of Finance

**JOB DESCRIPTION
EXEMPT**

PRINCIPAL PURPOSE OF JOB: Coordinates the Financial Management Team to oversee purchasing and contract payments, and other financial services as directed. Serves as Office Manager for administration and provides supervision of staff.

LEVEL OF AUTHORITY: Performs routine and non-routine duties independently with only general direction, according to sound accounting principles and generally known procedures and practices. Is responsible for thoroughness, competency, and sound judgment, where failure to perform effectively and efficiently could have serious impact on departmental operations and public relations and could result in legal and fiscal liability for the City.

WORK ENVIRONMENT: Work is performed primarily in an office setting or in community meeting rooms.

ESSENTIAL JOB FUNCTIONS:

1. Supervise the Finance Support Team. Responsibilities include communicating with the Comptroller and the Assistant Director to establish priorities; coordinating the team; balancing priorities and workloads; troubleshooting employee and customer conflicts and concerns; scheduling work and vacations; managing employee performance; completing formal performance evaluations; and communicating with the Finance Director.
2. Attend all bid openings and ensure bid processes comply with State and City law.
3. Ensure ordinances are published and contain required signatures.
4. Review all City purchase orders, requisitions, and contracts. Recommend approval for payment of all invoices to Finance Director.
5. Make informational presentations regarding payment on purchase orders and research questions regarding proposed purchases by City departments.
6. Perform other related professional financial and administrative functions as assigned.
7. As required, coordinate work activities with other City departments and with representatives of local, state, and federal agencies. Respond to inquiries from other departments and organizations; provide information within scope of knowledge and authority; and refer to other sources as applicable.

ADDITIONAL JOB FUNCTIONS:

1. May perform portions of the work of higher classified jobs occasionally, as assigned.
2. May Perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS:

Technical

1. Must have a strong accounting background, with a minimum of two years of accounting experience, preferably in government accounting, and have, or quickly acquire, a good understanding of municipal accounting.
2. Desirable to have a two-year college degree, preferably in business management or accounting.
3. Must have ability to plan, schedule, and review the performance of assigned staff in a manner conducive to proficient performance and high morale. Desirable to have demonstrated competency in administration or supervision through previous experience.
4. Must be bondable.
5. Must possess a valid Washington State driver's license.

Physical Capabilities

1. Ability to sit at work station and computer for extended periods.
2. Ability to stand, walk, and drive as needed throughout day.
3. Occasional lift and carry parcels weighing up to 30 pounds.

Other Capabilities

1. Must be extremely accurate with numbers and in keyboarding on the computer.
2. Must have ability to establish and maintain effective working relationships with officials, commissions, boards, agencies, employees, and the public.
3. Must have excellent interpersonal skills. Be flexible and creative, a good communicator, and demonstrate a strong goal achievement and customer service attitude. Must be able to work with the public and the skills necessary to work effectively as a team member.
4. Must be willing to maintain professional and technical expertise through continuing education and membership in professional organizations as directed.
5. Must be able to exercise decorum and discretion regarding personal and financial information that position provides access to.

Use of Tools and Equipment

Ability to operate general office equipment, including computer, ten key calculator, copier, and fax.

OTHER:

1. As an absolute condition of employment, employees are required upon hire to sign a drug free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes No

If testing is required, will accommodation be necessary?

Yes No

Signature: _____

Date: _____