



7/30/02

CITY OF NORMANDY PARK

JOB DESCRIPTION

TITLE: Finance and Accounting Manager
DEPARTMENT: Finance
REPORTS TO: City Manager
EMPLOYMENT STATUS: Regular Full-time, Exempt

Summary

Plan, organize, control and direct all activities of the Finance Department in accordance with State law, Federal law and City Code. Responsibilities include supervision of subordinate personnel, management of department budget, preparation of financial reports, records, annual report for the State Auditor, investment of City funds and prevention of loss of monies and supplies. Responsible for organizing the preparation of the City's Biennial budget. Assures the effective and efficient utilization of department personnel, funds, equipment, facilities and time. Manage City data processing responsibilities. The Finance and Accounting Manager is classified as a Fair Labor Standards Act (FLSA) exempt position.

Essential Job Functions

- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with elected and appointed officials, City employees and members of the public.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Operate computer terminal and other office equipment.
- Proofread documents.
- Supervise, evaluate and train department personnel.

Scope of Responsibility

The Finance and Accounting Manager must apply knowledge of municipal financial management practices and record keeping to diverse and complex situations. This position must determine and recommend policies and procedures, as well as, maintain awareness of established ordinances and other regulations. This position is accountable to the City Manager and responsible for departmental services of high professional standards and assures department operations are maintained within

budget limitations. Responsible for the supervision of department employees, and for making decisions for all personnel actions regarding Department employees.

Participate as a member of the City Management team to assist in planning, organizing and administering policies that have City wide impact.

Typical Duties

- Compose, revise and implement accounting, financial recording and filing procedures. Make revisions as necessary.
- Supervise assigned employees. Train, motivate and evaluate staff; review progress and direct changes as needed.
- Develop computer models of budgets, financial reports, records and forms.
- Prepare financial and other reports as needed by the City.
- Review City expenditures for accurate and complete accounting documentation and availability of funds.
- Perform internal audits of City operations as needed.
- Manage data processing functions. Coordinate purchase of software and hardware related items and the maintenance of the computer network.
- Process complicated and complex legal documents.
- Prepare journal correspondence and internal reports.
- Perform variety of detailed duties associated with office management and record system management.
- Publish notices and other announcements as required by the RCW's and/or the Normandy Park Municipal Code.
- Respond to public inquiries regarding such topics as resolutions, ordinances, city budget, financial reports, publications and matters before the City Council.
- Support departmental staff during their absence.
- Perform other duties and projects as assigned by the City Manager.
- Manage cash, investment and bank balances daily.
- Anticipate cash needs to meet outstanding claims.
- Prepare written policies and procedures.

Qualifications

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- Requires a Bachelor's degree with a major in Accounting, Business Administration or comparable discipline with five years experience in a municipal or comparable public sector, including three years in a supervisory capacity;

OR

- Combination of education and experience including supervisory experience.

Additional Requirements

- Working knowledge of computer hardware and software.
- Working knowledge of BARS and municipal ordinance requirements.
- Working knowledge of computerized accounting systems.
- Knowledge of evaluating and coordinating investments and cash management.

Special Requirements

- Must be bondable.
 - Requires a valid Washington State driver's license and a driving record free of significant moving violations.
-

The statements contained herein 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, but should not be considered an all-inclusive listing of work requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Department Manager Review: _____

Date: _____

Position Authorized: _____ Approved: _____

Job Description Approved by City Council:5/24/01; Amended: _____