

# **BUDGET/FINANCIAL MANAGER**

**1280**

**Date:** September 2006

**Department/Division:** Finance

**FLSA:** Exempt

**Reports to:** Finance/Administrative Services Director

## **PURPOSE OF POSITION**

Plans, organizes and directs the operations and activities of the Finance Division; performs related work as required.

## **ESSENTIAL DUTIES OF POSITION (with or without accommodation)**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.*

- Provides effective, professional leadership, positioning the Finance Division to meet the City's current and future needs through appropriate technologies and services.
- Plans, organizes and directs the Finance Division's, structure, activities and operations.
- Manages division work, project and personnel activities of the Finance Division.
- Oversees the preparation and publication of all documents and State required financial reports.
- Provides advice to the City Council, City Manager and City staff on proper internal controls, budgeting practices, financial methods and other accounting functions.
- Directs the centralized accounting and reporting functions for the City.
- Supervises the preparation of the City's Comprehensive Annual Financial Report.
- Maintains the City's risk management funds, including maintenance of adequate reserves and charges to departments.
- Aids in the development of financial policies for the City.
- Plans and implements the City's Five Year Capital Improvement Program.
- Directs the preparation of the City's payroll and all necessary reporting.
- Directs the City's accounts payable system.
- Directs the City's pre-audit and internal audit functions.
- Serves as a liaison to the external independent audit.
- Performs research, advises and assists departments in improving departmental operations and procedures, and the installation of new programs, systems, procedures and methods of operation; directs system studies including plans for the development and implementation of new computer systems.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Finance, Accounting, Public Administration or a closely related field, five years professional experience in governmental budgeting, accounting, supervisory and researching activities. Any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

## **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Abilities**

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

**Job Knowledge**

Comprehensive knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles; Thorough knowledge of the principles of public administration, and municipal finance with emphasis on budgeting and accounting; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records, ability to conduct long-range fiscal planning and budgeting, gather pertinent financial data and arrive at sound budget management conclusions; ability to interrelate, interpret, explain and report on complex financial and administrative data; ability to plan, organize, direct and staff; ability to successfully interrelate with personnel of other departments to solve problems; good knowledge of computer networks and applications utilized by the City, ability to show initiative and develop an innovative solution to complex problems; ability to establish and maintain effective working relationships with employees, governmental officials, and the general public; good physical condition.

**Language Skills and Interpersonal Communication**

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak effectively with fellow employees, City Council, and the general public; read in English; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public.

**Work Environment**

Ninety percent of work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Travel in all types of weather extremes to attend training and/or organizes meetings conferences, and workshops; must be mobile and able to visit complainants and businesses within the metro area.

**Special Requirements**

None.

*I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.*

Employee Signature	Date	Department Approval	Date
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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 2006-000662

Dated: September 25, 2006