

ORGANIZATION: City of North Plains
DEPARTMENT: Finance
JOB TITLE: Finance Manager (Par-time)

Date: 02/07/14

PURPOSE OF POSITION: As a department head, plans, organizes and performs the financial and accounting activities for the City.

ESSENTIAL JOB FUNCTIONS:

Maintain adequate fiscal accounting/financial reporting system in a manner consistent with established and accepted municipal accounting principles and practices to provide adequate revenue, expenditure control, and statistical data for management purposes and to meet statutory requirements.

Prepare financial statements as scheduled or requested.

Develop policies for the management of finances within the City.

Research, evaluate, develop and recommend programs and procedures to improve effectiveness and services of department.

Maintain adequate cash-flow for all City operations to meet operational needs.

Reconcile cash receipts and checking accounts.

Participate in annual City audit, working directly with auditors.

Prepare and ensure submission of payroll taxes, insurance, and other payroll-related reports as scheduled.

Oversee maintenance of personnel files and related benefit documents.

Prepare budget documents for use by City departments in preparing annual budgets.

Present draft of annual budget to Budget Committee and City Council.

Assist department heads in monitoring expenditures in relationship to approved City budget, and in correcting discrepancies and recommending appropriate budget options.

Provide supervision to finance department staff.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of accounting principles and practices as they relate to governmental accounting, Oregon budget law and regulations, personnel management, labor and payroll practices, spreadsheet and word processing software, and office procedures. Knowledge of computer accounting systems. Equivalent to a four year university education with an emphasis in accounting and over three years of accounting experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

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SPECIAL REQUIREMENTS/LICENSES: Certification as a public accountant is preferred but not required.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects. The position requires a minim amount of mobility within the workplace. Incumbents must operate computers more than 50% of the work period..

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Responsible for selection and training of Finance staff. May provide training and orientation to volunteers and newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Works under the direction of the City Manager.