

CITY OF DAYTON

Finance Manager

Job Title: Finance Manager
FTE: 1.0
Department: Administration
Reports to: City Manager
FLSA Status: Exempt
Date Developed: April 9, 2024
Date Revised:

HOURLY RATE: 27.18/hour (\$56,534/year to 38.73/hour (\$80,558/year); depending upon qualifications.

HOURS OF WORK: 40 hours per week.

WORK MODEL: Possibility of hybrid - remote and in-office work with the expectation that in-office work will be at least two (2) days a week.

GENERAL STATEMENT OF DUTIES: The Finance Manager performs specialized work involving the financial and accounting functions of the City; manages collection, custody, and disbursement of City funds; manages annual and project focused audits; assists with annual budget preparation; completes grant and project finance management.

SUPERVISION RECEIVED: Works under the general supervision of the City Manager.

SUPERVISION EXERCISED: Provides supervision of the Utility Biling/Court Clerk.

TYPICAL EXAMPLES OF WORK: Including, but not limited to, the following:

A) Finance Officer:

- Maintains the central accounting system which includes maintaining ledgers for all funds assuring accounting operations are accurate, timely and efficiently run.
- Maintains accounts receivable, bank checking and savings accounts, and processes monthly bank reconciliation.
- Assures internal control processes, policies and standards that properly account for and safeguard the fiscal and physical assets of the city.
- Processes monthly budget reports.
- Processes monthly payroll and benefits maintaining records documenting compliance with all state and federal payroll regulations.
- Creates and maintains employee timesheets in Excel.

- Ongoing cash management.
- Processes accounts payable.
- Processes Transient Lodging Tax accounts receivable.
- Assists the auditors by providing the required documentation for the completion of all financial audits and assures the annual audit process finds that the city conducts its financial activities according to Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board GASB.

B) Assistant Budget Officer:

- Assists the Budget Officer (City Manager) in preparing the yearly budget by providing information and reports as requested.
- Completes budgetary reports required by other government agencies. (LB-1)

C) Other:

- Performs other complex administrative work as directed by the City Manager and as the City's needs dictate.
- Provides backup to the front office staff when needed.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college with a bachelor's degree in accounting or business administration or graduation from an accredited college with an associate degree in a related field and two years of responsible experience in government; or an equivalent combination of education and/or experience that would provide the required knowledge, abilities, and skills.

Knowledge, Skills, and Abilities: The following knowledge, skills and abilities must be possessed, or the individual must be able to quickly obtain the knowledge, skills and abilities necessary to perform the essential functions of the job, with or without reasonable accommodation.

- Municipal and fiscal accounting principles.
- Office practices and procedures including recording cash payments, utility billing, and collection process and procedures.
- Ability to analyze a variety of administrative and financial problems and to make sound policy and procedural recommendations.
- Basic statistical records keeping.
- Data gathering and reporting techniques.
- Public relations techniques and effective public service policies.
- Make decisions independently in accordance with established policy.
- Maintain confidentiality regarding organizational and department records and information.
- Organize and plan own work schedule to meet often changing workflow demands in timely and efficient manner.
- Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, and understanding.

- Perform recurring tasks with little supervision.
- Complete new tasks with limited supervision.
- Effectively communicate and work harmoniously with the public, business community, county, state, and federal agencies and contacts, elected officials, coworkers, and the City Manager.
- Work under pressure and handle stressful situations tactfully.
- Exemplify traits that reflect the City's culture, including integrity, customer service orientation, cultural competency, trustworthiness, and flexibility.
- Computers and electronic data processing, Microsoft Word, and Excel.
- Business English, grammar, spelling, punctuation, and composition.

DESIRABLE QUALIFICATIONS:

- Bilingual - Spanish

SPECIAL QUALIFICATIONS:

- Possess Valid Driver's License.
- Must pass a background test.
- Must pass an accounting knowledge test.

BENEFITS: The following benefits are provided for information only. Award of such benefits may be subject to specific requirements in the Personnel Policies and/or completion of probationary period.

- Medical/Vision/Dental/Long Term Disability
- 96 hours sick leave per year
- 10 paid holidays 8 hours floating holiday per year
- 96 hours vacation per year PERS (employer paid)
- Physical, drug test, and criminal background check may be required.

PHYSICAL REQUIREMENTS: 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 to enable individuals with disabilities to perform the essential functions.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. The employee must kneel, bend, stand, push and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Limited walking may also be required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from the public; may be required to work occasional overtime.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised: April 2024