CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: FINANCE MANAGER

DEVELOPED/APPROVED: May 15, 2003

DEPARTMENT: FINANCE

REPORTING RELATIONSHIP: CITY MANAGER

DEFINITION:

Under general direction, plans, organizes and directs the City's financial activities and to do related work as required by the City Manager.

EXAMPLES OF DUTIES:

Working directly under the City Manager, serves as department head of Finance. Directs the maintenance of the City's accounting system for all funds, grants, and projects. Prepares the City financial reports for both interim and annual reporting, including preparation of the annual budget, Street Report, and Report of Transit Operators, as well as other reports required by Local, State or Federal Agencies. Supervises the preparation of payroll, accounts payable, accounts receivable, utility billing, business licensing, employee benefits, workman's compensation, and other related duties. Prepares applications and claims for various funding sources. Supervises the Accounting Specialist and others as assigned. Performs other financial duties as requested by the City Manager or City Council.

TRAINING AND EXPERIENCE:
Must possess a Bachelor's degree in accounting from any accredited college with a minimum of three to five years of progressively responsible experience, including supervision. Experience with computerized accounting systems required.

KNOWLEDGE AND ABILITIES:
Knowledge of governmental accounting, auditing, budgeting, taxation, fund investments, grants, and purchasing systems and procedures. Ability to compile financial reports, make accurate revenue and expenditure estimates, plan, coordinate, and direct the work of accounting and clerical staff. Ability to prepare reports analysis and correspondence. Ability to read and interpret State and Federal guidelines and laws affecting the operation of the City's finance department. Ability to work with computers, including financial software. Ability to work as a member of a team, including excellent interpersonal and leadership skills.