

FINANCIAL AND ADMINISTRATIVE MANAGER

CLASS DESCRIPTION

General Responsibilities:

This position is responsible for high-level professional, administrative and supervisory work within a division or department. As the Financial and Administrative Manager, the employee provides high-level professional staff support in the development, analysis and administration of various budgets and in the development and/or analysis of departmental programs, operations, and functions; provides regulatory oversight support, supervises the payroll, human resources, and purchasing functions for the agency; coordinates the agency's information technology program; provides oversight and analysis of worker's compensation, wage insurance and general payroll distribution; prepares detailed reports and complex statistical analysis, incorporating policy level recommendations for both internal operations and as it relates to. Under the general supervision of an agency head, this position requires considerable high-level professional expertise, independent judgement and discretion in meeting program objectives and serves on the leadership team. This position may serve as agency liaison to the Finance, Human Resources and Information Technology Departments.

Examples of Duties and Responsibilities:

Develop, coordinate, analyze, and monitor Capital and Operating and serve as an information resource person on these budgets. Perform budgetary planning and cost benefit analysis. Meet with managers and staff to discuss budget narratives and related data, and to determine budget impacts of program and policy decisions. Keep managers informed of budget related matters. Monitor and make recommendations regarding annual borrowing needs. Provide professional analytic expertise.

Prepare and present reports relating to budget requests and/or analysis. Develop justifications and provide statistical data and necessary rationale for budget requests and amendments, resolutions, and policies and procedures. Prepare financial reports for the agency head, Boards, Committees, Commissioners, the Mayor's Office, and Finance Department. Prepare reports and submit data required by external entities.

Provide day-to-day control over a large variety of expenditures and revenues. Evaluate requests for funding in relationship to the budget plan and other constraints. Provide interpretation of financial problems and situations and formulate recommendations for appropriate courses of action. Develop, coordinate, and monitor cash management policies and procedures for Division revenues. Ensure compliance with required accounting practices.

Maintain a high level of expertise in all aspects of the City's current financial system and other management systems applicable to position. Develop and implement improvements to various accounting processes, internal fiscal control systems, and reporting processes.

Provide support, guidance and shared oversight related to the administration and monitoring contracts. Stay current on changes/modifications to administrative and regulatory

requirements related to Federal, State and City funding and communicate such with affected parties. Establish and implement policies, processes, procedures, templates, and systems related to City-administered funds and non-compliance. Ensure effective data and reporting for compliance purposes.

Manage the monitoring and oversight of loan portfolio. Oversee the calculation and collection of loan payoffs, subordinations and verifications of mortgages. Manage the annual risk assessments for all outstanding loans. Serve as primary liaison with external tracking systems and ensure all requirements are met.

Supervise the payroll, human resources, and purchasing functions. Act as the Division's appointed authority for approval of purchase requisitions, contracts, hiring requisitions, payroll, and account management. Manage, oversee, and develop Division policies relating to P-Card purchasing. Process Workers Compensation claims and assist in the investigation of claims. Oversee and supervise payroll and wage insurance and hiring processes. Process FMLA paperwork. Coordinate training needs of staff and provide training in areas of responsibility. Serve as liaison on affirmative action matters; recommend initiatives for outreach and recruitment of under-represented groups.

Develop and interpret Division policies and procedures within assigned areas. Participate as a member of the leadership team. Help formulate and execute policies and strategies that advance agency goals and objectives. Coordinate team efforts on administrative matters and special projects as assigned. Evaluate and recommend policy and procedural changes in areas such as program budgeting, goal development and long-range planning, program and budget development, and expense control. Review programs and problems in individual sections and develop recommended courses of action to remedy problematic situations.

Design and implement administrative and operational analysis studies. Utilize statistical methods, cost-benefit analysis, computer assisted data manipulation, and other techniques of analysis to conduct research. Organize data into meaningful reports and recommend changes in policies, procedures, work assignments and programs based on findings. Coordinate, evaluate and report on assigned projects/programs of a special and/or ongoing nature. Coordinate and conduct efficiency studies to determine the effectiveness of these and other programs. Audit impact fee revenue collection and verify project impact fee utilization, developing reports in accordance with current legislative requirements. Coordinate responses to internal audit reviews and financial monitoring.

Manage and supervise the administrative functions of the agency. Provide expertise and consultation to managers in interpretation of City administrative policies and operating practices. Develop internal administrative systems and controls. Oversee the resolution of operational or systems problems.

Hire, onboard, train, lead, evaluate, coach, and discipline assigned staff in coordination with the agency head. Prioritize and assign work. Perform investigations and respond to grievances.

Participate in reviews and provide analysis regarding computers and business systems development for the Division and review implementation and ongoing maintenance.

Serve as liaison with the City Finance Department, Human Resources Department, Information Services, and other City departments in efficiently conducting division business.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of professional accounting theory, principles, and practices. Thorough knowledge of various accounting systems and their applicability to municipal financial operations. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including accounting systems. Working knowledge of public administration principles and practices. Working knowledge of information systems and their application to accounting and administrative systems. Ability to apply accounting theory, critical thinking and problem solving techniques to a wide array of operational problems. Ability to use independent judgement in challenging situations. Ability to prepare complex budgets, financial statements and reports. Ability to prepare comprehensive financial statement and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to supervise and perform high risk financial and management audits. Ability to perform human resources investigations. Ability to advise and assist in the resolution of accounting and general management problems or issues. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to organize work to be accomplished, and delegate tasks to staff. Ability to lead or supervise administrative or paraprofessional staff. Ability to communicate effectively both orally and in writing. Ability to work effectively with multicultural populations. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to maintain adequate attendance.

Training and Experience:

Three (3) years of directly related financial management experience incorporating the management of related service programs. Such experience will normally be gained after obtaining a Bachelor's degree in Accounting or Finance. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Department/Division	Comp. Group	Range
Various	18	12

Approved: _____
Erin Hillson
Human Resources Director

Date