

## **FINANCE MANAGER JOB DESCRIPTION**

**Category:** Finance/Purchasing  
**Title:** Finance Manager  
**Classification:** Full-Time  
**Compensation:** Compensation and benefits

### **Job Description:**

This position serves under the Administrative Services Director. Under general administrative direction, is responsible for planning, directing, and overseeing the activities and operations of the Finance Department. Coordinates assigned activities with other City departments and outside agencies, and provides support to the City Manager's Office. Responsible to research grant programs, write funding applications, and coordinate and lead the activities of a grant/loan program.

### **Job Requirements:**

Knowledge of operational characteristic, services and activities of a public finance program. Knowledge of organization, function, and authority of various City departments, able to establish and maintain effective working relationships with City staff and officials, other government offices, community groups, and general public, and media representatives. Knowledge of pertinent Federal, State and local laws, ordinances, statutes, and regulations, able to develop sound accounting and related financial systems and procedures. Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.

Must have High School Diploma or GED, with related experience in Accounting, Finance, Business Administration, or related field. Ten (10) years of increasingly responsible professional experience in public finance and accounting, including five (5) years of administrative or supervisory responsibility, or equivalent combination of education and experience. Please send resume for initial screening. Applications will be required for finalists.