*91 E. Central Ave. Belgrade, MT 59714*

*Phone: 406-388-3760*



**JOB DESCRIPTION**

**Position: Finance Manager**

**Department: Finance**

**Supervisor: Executive Director of Financial Services**

**Status: Full Time Exempt**

**Hours: Generally Monday- Friday 8:00AM – 5:00 PM**

*The City of Belgrade is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Summary of Position**

This position is responsible for the daily administration of financial and accounting activities for the City including maintaining the general ledger, assisting with internal and external procedures and directing the work of the accounting and utility billing staff.

**Job Description/ Essential Duties**

*These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

* Manage and maintain the general ledger, accounting and financial records by internal auditing procedures; ensure appropriate and sufficient documentation to substantiate financial statement presentations.
* Prepare and/or review recurring and other necessary journal entries, oversees general ledger postings for miscellaneous, standard, and recurring entries; reconciles bank accounts and subsidiary ledgers and takes necessary action to correct errors; completes process to close books monthly.
* Assist in procedures for annual closing of financial records and preparation of City’s Annual Financial Report and Annual Comprehensive Financial Report (ACFR); review pre-closed accounts and make necessary journal entries to reconcile, to book receivables and payables, and to close for fiscal year end.
* Initiate wire transfers and monitors incoming transfers.
* Book receipts of bond issuances, processes and books payments on bonds; reconciles to the general ledger.
* Supervise subordinate employees; support, train, evaluate and discipline as needed.
* Coordinate and/or complete special projects as required by the Executive Director of Financial Services.
* Oversee collection of utility revenue and maintenance of the meter reading systems; ensure accuracy of utility data; assist in the Utility Billing department as needed.
* Perform related duties.

**Essential Knowledge, Skills and Abilities Related to this Position**

*The successful candidate will possess:*

* Knowledge of the principles and practices of public finance, budgeting, and accounting.
* Knowledge of governmental and fund accounting and auditing principles and procedures, and Generally Accepted Accounting Principles (GAAP).
* Knowledge of relevant and state laws, city ordinances, and department policies and procedures.
* Skill in preparing and presenting financial and administrative reports.
* Skill in analyzing and interpreting financial and administrative data.
* Skill in utilizing financial computer software programs.
* Skill in data entry.
* Skill in management and supervision.
* Skill in problem solving.
* Skill in prioritizing and planning.
* Skill in interpersonal relations.
* Skill in performing advanced mathematical calculations.
* Skill in operating office equipment such as a computer and standard business software, copier, calculator, and facsimile machine.
* Skill in oral and written communication

**Guidelines:** Guidelines include governmental accounting standards, Generally Accepted Accounting Principles (GAAP), auditing standards, relevant federal and state laws and city ordinances, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**Complexity:** The work consists of varied administrative, accounting, and financial duties. Frequent interruptions and deadline requirements contribute to the complexity of the work.

**Scope and Effect:** The purpose of this position is daily management of the financial and accounting operations of the City. Successful performance helps ensure the effective and efficient processing of all government financial transactions and the accurate reporting of the government’s financial condition.

**Personal Contacts:** Contacts are typically with co-workers, other departments, bank personnel, external auditors, and the general public.

**Purpose of Contacts:** Contacts are typically to give or exchange information, resolve problems, provide services, and motivate employees.

**Behavioral Expectations**

* Employee treats all customers and coworkers with respect, dignity, and honesty and manages relationships and communications in a way that promotes the interests of all parties.
* Employee works through adversity in a productive and positive manner.
* Employee shows nonjudgmental respect for all other’s perspectives.
* Employee appreciates the uniqueness, commonalities, and value of others.
* Employee maintains an appropriate level of transparency in their work and interactions with others.
* Employee stops disparaging remarks about others and does not participate in these remarks in front of the public or during work time.
* Employee does not hinder, obstruct, or interfere with the work of other employees.
* Employee does not show poor attitude (for example, rudeness or lack of cooperation) with others or supervisors by failing to perform reasonable requests, being insubordinate, or refusing to comply with instruction given.
* Employee does not abuse the use of materials, time, equipment, or property of the City in an unauthorized manner.
* Employee’s performance does not fall below average in quantity or quality in relation to the requirements of the job.

**Supervision Received**

The Executive Director of Financial Services assigns work in terms of general instructions. The employee works independently to accomplish tasks and meet deadlines. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**Supervision Exercised**

This position has direct supervision over two Accounting Technicians, two Utility Billing Clerks, and a Meter Technician.

**Minimum Qualifications (Education, Experience and Training)**

* Bachelor’s degree in accounting, business, or related field preferred.
* A minimum of three (3) years related experience including supervisory experience.
* Ability to be bonded.
* An equivalent combination of experience, education, and training providing the required knowledge, skills, and abilities may be considered.

**Preferred Qualifications**

* Previous experience in governmental accounting highly preferred.

## Working Conditions and Physical Requirements

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

* Duties are performed in an office environment.
* The work is typically performed while sitting at a desk or table. The employee must frequently lift light objects up to 10 lbs. and occasionally lift heavy objects up to 20 lbs.