



City of Des Moines, Washington

JOB DESCRIPTION



FINANCIAL OPERATIONS MANAGER

Regular, Full-time

Salary Grade: E-30

FLSA Status: Exempt

Union Status: Non-represented

EEO Category: Professionals

Nature of Work

Under the general direction of the Finance Director, the Financial Operations Manager's responsibilities include supervision of the finance staff in assuring accuracy and timeliness of department core functions, preparation of the annual financial statements, coordination of the annual operating and capital budgets including fiscal and program analysis of revenue and expenditure trends and forecasts.

Essential Functions

- Performs a variety of professional-level accounting functions in support of the Finance Department.
- Supervises the daily operations of the Finance Department.
- Makes well advised recommendations to the Finance Director regarding the hire, termination, transfer or discipline of subordinate employees within the division.
- Prepares and administers evaluations for subordinate staff and maintains personnel files.
- Compiles, analyzes, and interprets confidential and sensitive financial data.
- Assists the Finance Director in preparation of budget documentation including ordinances, City Council presentations, final public documents for distribution, and other budget reports and schedules as required.
- Assists the Finance Director in forecasting major revenue sources and expenditures.
- Serves as liaison to the City's bank. Coordinates banking services and fees, reviews quarterly analysis and earning credits to minimize fees.
- Oversees cash activities on a daily basis, audits related subsidiary activity, and oversees all bank and investment reconciliations. Ensures adequate daily bank liquidity.
- Researches and responds to inquiries regarding revenue postings, stop payment requests, cash receipting system discrepancies and monitors receivable adjustments.
- Manages the annual financial statement preparation process including year-end journal entries and document preparation in conjunction with other accounting staff.
- Manages City debt accounting and ensures timely debt payment.
- Manages schedule and accounting of all inter-fund transfers.
- Prepares journal entries as needed; analyzes financial data for discrepancies and errors and makes corrections through journal entries.
- Manages monthly closing and reporting processes.
- Assures compliance with laws, codes, regulations, principles and procedures relating to the assigned functions.

- Communicates with other departments and outside agencies as needed to resolve problems, provides and seeks information, explains policies or procedures and discusses anomalies (or deviations) that exist.
- Audits and approves subsidiary journals and registers and other original entries prepared by subordinate employees for accuracy and propriety.
- Ensures payroll position has adequate backup.
- Prepares a variety of letters, memos, forms, reports, and other documents; operates computers utilizing a variety of software programs, including database and word processing applications, to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Advanced knowledge of Generally Accepted Accounting Principles (GAAP) and Cash Basis financial reporting.
- Advanced knowledge of State of Washington Budgeting, Accounting and Reporting System (BARS).
- Interpersonal and leadership skills.
- Advanced knowledge of principles and practices of governmental fund accounting concepts.
- Advanced knowledge of methods, techniques and practices of maintaining complex financial records.
- Ability to prepare accurate financial analyses, projections and forecasts.
- Ability to prepare procedures, policies, reports and other written material.
- Ability to operate a personal computer and related accounting and Microsoft office professional software including Excel, Word, Access, PowerPoint, Publisher.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain fair, equitable and cooperative working relationships with others.
- Ability to maintain strict confidentiality regarding personnel or management issues.
- Ability to work independently and display initiative.
- Ability to plan and organize work.
- Ability to maintain a high standard of professionalism.

Education and Experience Requirements

- Bachelor's degree in finance, accounting, or related field and;
- Four (4) years' with increasingly responsible experience in governmental accounting, with a minimum of two (2) years' in a supervisory capacity or performing complex professional accounting at the administrative level.
- Experience may be substituted for the educational requirement on a year-for-year basis.
- CGFM (Certified Government Finance Manager) or CPA (Certified Public Accountant) preferred.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

Work is performed in an office setting. Attendance at night meetings is required. Occasional travel to off-site locations is required. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2022.