

CITY OF BEAVERTON

Financial Reporting Manager

General Summary

Manage the City's financial reporting activities, including year-end closings, annual financial report (CAFR), annual audit preparation and coordination, GASB 45 reporting, periodic financial reports, and grant reporting.

Key Distinguishing Duties

Overall operational responsibility for managing the City's financial reporting while ensuring reports are in compliance with federal, state and local requirements.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Plan and coordinate all staff activities in preparing fiscal year-end closings; prepare various financial reports for the City in a timely manner.
2. Interpret and implement new generally accepted accounting rules issued by the governmental accounting standards board.
3. Coordinate the interim and annual audit process with external auditors.
4. Assist in preparing the Citywide budget. Assist departments in developing the City's Capital Improvement Plan. Ensure all interfund transactions are balanced between funds. Prepare monthly billings to other agencies for their share of construction costs.
5. Direct, plan and coordinate all staff activities in maintaining the general ledger; ensure transactions are accurate in the accounting system and in accordance with the budget and generally accepted accounting principles; prepare regular budget reports.
6. Coordinate federal grant financial activities and prepare grant reports and billings in accordance with applicable federal rules and regulations; advise and consult with grant managers on applications and financial reports.
7. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance discussions. Respond to employee grievances and conduct disciplinary process according to the collective bargaining agreement and City policy.
8. Participate in department operational processes including evaluation and deployment of new financial systems applications, staff selection, budget preparation/monitoring, policy/procedure development and implementation.

9. Serve as a member of the Finance management team. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
10. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
11. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results.
12. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
13. Produce acceptable quantity and quality of work that is completed within established timelines.
14. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
15. Follow standards as outlined in the Employee Handbook.
16. Participate in the City's Emergency Management program including classes, training sessions and emergency events.
17. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- ◆ Expert knowledge of Generally Accepted Accounting Principles (GAAP).
- ◆ Expert knowledge of practices and principles of governmental accounting.
- ◆ Expert knowledge of automated accounting systems and procedures.
- ◆ Expert knowledge of standards issued by the Governmental Accounting Standards Board.
- ◆ Expert knowledge of the laws and regulations governing municipal budgeting in Oregon.
- ◆ Advanced knowledge of practices and principles of public/business administration and decision-making.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to budgeting and municipal finance.
- ◆ Advanced knowledge public purchasing and contracting laws and regulations.

- ◆ Working knowledge of practices and principles of employee supervision.

Skills/Abilities Required for Entry

- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to make presentations and develop reports that may include technical information.
- ◆ Expert ability to perform mathematical computations and analysis.
- ◆ Advanced ability to use word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in accounting, finance, business administration or a related field and 7 years progressively responsible experience in municipal accounting, including 2 years in a lead or supervisory capacity; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Certified Public Accountant (CPA) desirable.
- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen. Regular use of a keyboard or similar device. Occasional attendance at meetings or activities outside of normal working hours. Occasional operation of a motor vehicle on public roads.

Classification History

Created: September 16, 2011

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date