

**Lane Council of Governments
Job Classification**

Job Title:	Financial Services Manager	FLSA Status:	Exempt
Division:	Administrative Services	Range:	28
Reports To:	Associate Director	Last Revised:	August 2000

General Statement of Duties

Plans, organizes, manages, and evaluates financial activities. Responsible for accounting, cash management, payroll, general ledger, financial reporting, and internal auditing.

Supervision Received

Work is performed under applicable policies, guidelines, and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

Plans, organizes, coordinates, assigns and evaluates the work of support staff; provides training as needed.

Resource Responsibility

Considerable responsibility for financial and human resources. Includes final decisions or recommendations involving effective use of financial resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Essential Job Functions

Manages financial operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner.

Supervises accounts payable, accounts receivable and payroll functions; assures completeness and accuracy of records and assures internal control.

Establishes policies, procedures, work rules and performance standards to assure efficient and effective financial operations in compliance with LCOG standards and federal, state, and local laws.

Prepares and compiles all financial data to maintain the general ledger and all accounting records according to established accounting procedures. Provides daily assistance to other managers on financial matters.

Prepares Federal and State Quarterly Reports and all other quarterly invoices.

Completes monthly balancing and close out process. Prepares and distributes several monthly management reports.

Oversees the annual external audit; prepares audit schedule; coordinates activities with external accounting firm and assists in the field work; drafts all financial statements and produces the annual financial report in compliance with federal and state requirements.

Plans, organizes, coordinates, schedules, assigns and evaluates the work of financial staff.

Other Job Functions

Responds to inquiries, complaints, problems or emergencies affecting the availability or quality of services.

Tracks purchase of capital items and assures inventory numbers are assigned.

Conducts special studies or projects as assigned.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk or computer terminal.

Knowledge, Skills, and Abilities

Thorough knowledge of theories, principles and practices of governmental finance.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of legal requirements, standards, regulations, and laws applicable to financial programs and reporting.

Considerable knowledge of fiscal management, including generally accepted accounting principles, budget preparation, expenditure control and record keeping.

Ability to plan, organize and coordinate, schedule, assign and evaluate the work of support staff.

Ability to develop program goals and objectives and conduct planning activities.

Ability to analyze and evaluate operations, develop and implement corrective actions.

Ability to establish and maintain effective working relationships with employees and representatives of other agencies.

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

Ability to develop and implement innovative services in area of assignment.

Physical ability to perform assigned work.

Education and Experience

Bachelor's degree in accounting or related field (a masters degree desirable) and seven years progressively responsible experience providing financial services, including supervisory experience, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.