



POSITION DESCRIPTION

Administrative Services Finance and Budget Manager

Finance and Budget Manager
EMPLOYEE NAME: _____
Position Title: Finance and Budget Manager
Classification/Salary Range: Finance and Budget Manager / GSAM Range 31
Division/Program: Administrative Services / Finance and Budget Department
Reports to: Executive Director
FLSA Status: Non-Exempt, Overtime-eligible
Representation: Not represented by a union
Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed
Position Purpose
<p>This position directs the Finance and Budget Department's operations and services; prepares a wide variety of materials (e.g. annual budgets, financial statements, reports); is responsible for the annual internal audit, including working with external audit firm, GASB, and CAFR; monitors financial activities; compiles data; facilitates and participates in meetings; oversees maintenance of records; performs personnel functions; researches financial topics; responds to inquiries; and handles other matters related to the fiscal work of LCOG.</p> <p>Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.</p>
Position Essential Functions
Prepares a wide variety of materials (e.g. annual budgets, financial statements,

reports for the Executive Director, Auditors, Board, Executive Committee, Budget Committee and Audit Committee) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions. Works exclusively with accounting software for all financial, budget, and audit transactions and reports.

Responsible for the annual internal audit, including working with external audit firm; prepares GASB financial statements and footnotes for the purpose of showing compliance to the auditors and preparation of the annual Comprehensive Annual Financial Report.

Monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.

Directs finance and budget work unit operations, services to other teams and divisions, and the implementation of new programs and/or processes for the purpose of achieving organizational financial and budgetary objectives and ensuring compliance with legal, financial, and agency requirements within established timeframes.

Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information, general support, and risk assessment of agency operations; collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, public officials, community members, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.

Compiles data from a wide variety of sources (e.g. staff, public agencies, school districts, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components; conducts internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices.

Facilitates and participates in finance and budget meetings for the purpose of conveying and/or gathering information required to perform key functions (e.g. financial procedures, interdepartmental needs, etc.) including identifying issues, developing recommendations, and supporting other staff and teams.

Oversees the maintenance of a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail.

Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget. Manages Fiscal Department, including staff members in work areas including Payroll, Budget, and Finance.

Researches financial topics for the purpose of evaluating compliance requirements and potential implications on agency operations.

Responds to a wide variety of inquiries of staff, agency personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.

Other Duties of Position

Answers questions from the public and staff regarding services. Directs calls to others as needed.

May coordinate the work of interns or temporary staff.

Minimum Qualifications

Five years of progressively responsible finance, accounting, and budget experience including internal audit and two years of experience managing a Finance & Budget team. Bachelor's Degree in Accounting, Finance, or related field is desired. Master of Business Administration and/or Certified Public Accountant can be used to substitute up to 3 years of experience. Any combination of education and experience that provides the occupant with the skills, knowledge, and ability required to perform the job can be substituted for these requirements.

Prior experience with Caselle Financial Systems software is highly desired.

Knowledge, Skills & Abilities

Knowledge of governmental financial and budgetary laws, codes, policies,

and/or state and federal fiscal regulations; state, federal, and local grant administration policies and procedures; principles of public and fund accounting and budgeting; audit procedures; personnel processes; and program planning and development.

Planning and managing projects; preparing and maintaining accurate records; analyzing; budgeting and cost control; facilitating meetings; guiding others; interpersonal aptitude; managing staff/performance; problem solving; and supervision.

Review and interpret highly technical information, write technical materials, and analyze situations to define issues and draw conclusions.

Ability to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data.

Flexibility to work independently and with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes.

Work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes.

Problem solving including analyzing issues and creating action plans. Problem solving with data frequently requiring independent interpretation of guidelines.

Adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; decision making; detail oriented; leadership and direction; meeting schedules/deadlines; motivating others; organizing; prioritization; and taking initiative.

Ability to handle and prioritize multiple tasks and meet all deadlines for assigned workload and workload of the direct reports.

Ability to design procedures to streamline fiscal processes; to handle confidentiality and exercise extreme discretion; to communicate effectively with other employees and the public using tact, courtesy, and good judgment.

Commitment to working effectively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Signatures

Employee signature and
date _____

Manager signature and
date _____

Human Resources signature and
date _____