CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Financial Systems Manager** **E-PLAN**
SG: E2-13
DEPARTMENT: **Finance** **CS: N**
FLSA: N
EEO4/SOC:OA/11-3031

JOB SUMMARY:

The Financial Systems Manager oversees and manages the City's accounting, financial systems, contract, purchasing, financial reporting and internal control functions. Establishes and maintains City-wide financial systems, policies and procedures, and systems training. Ensures efficient maintenance and operation of financial systems, to optimize functionality, data integrity and security. Identifies and implements process improvement opportunities by coordinating, delegating, and collaborating with relevant staff. Provides guidance and reviews of training materials, policies, and published documentation related to financial systems, accounting policies, procedures, and internal controls. Responsible for business administration and decisions related to workflow and internal control design of the City's Enterprise Resource Planning (ERP) software system; gathers and analyzes the business process requirements and oversees the configuration to efficiently meet established requirements.

This position conducts complex financial analyses that facilitate decision-making by management and elected officials on City-wide fiscal matters. Oversees the City's Annual Comprehensive Financial Report and manages the annual audit process. Works under authority of the Finance Director in cooperation with departments to facilitate compliance with accounting, contracts, procurement, fiscal policies, goals, and objectives. Serves as a professional resource to City Council, departments heads and City staff to ensure fiscal and procurement policies are adhered to, consistent application of business processes are followed, and training is available when needed.

SUPERVISORY RELATIONSHIP:

Reports to the Finance Director. Works under applicable state and local laws, and within professional regulations, policies, procedures, and guidelines. Supervises assigned staff including management of the accounting division, contracts and purchasing division, and the financial business systems analyst.

ESSENTIAL FUNCTIONS:

Financial Systems Management:

1. Provides leadership for the selection, maintenance, training, upgrades, and other core components of the ERP and other financial systems software. Works closely with Information Technology Services personnel, system vendors and staff to plan, test and implement systems changes and upgrades. Ensures modifications and upgrades are successfully tested before implementation to the live environment. Reports systems issues and works with the Information Technology Services Department (ITSD) and system vendors to resolve them. Documents processes, results, and works with IT to maintain technical standards and practices for City software systems.

2. Provides oversight to the Financial Systems Business Analyst on maintenance and configuration of financial software to optimize preventative internal controls.

3. Coordinates with the Finance department, Financial Systems Business Analyst and the ITSD to identify and resolve issues, implement corrective action and introduce new software solutions.

Evaluates and provides support for accounting and financial reporting issues. Provides ongoing support and direction to optimize systems capabilities for continuous process improvement.

4. Develops and documents workflow processes to improve efficiency in the operation of financial systems. Works with ITSD staff to implement complex workflow processes. Works with department staff citywide to develop and integrate systems solutions that enhance productivity and process efficiencies. Provides written reports on recommended system enhancements and technology changes that improve the use of technology within the City's financial systems. Analyzes and reviews operational procedures to identify opportunities for enhancements and process flow improvements that impact the processing of financial data or interface with the financial systems.

5. Advises and makes recommendations to the Finance Director on the use of technology to maintain and enhance the ERP Software. Works closely with IT staff and departmental personnel to integrate accounting related software systems used in other departments into the ERP Software.

6. Sets and implements goals and objectives and evaluates performance for the ERP Software under direction of the Finance Director. Recommends and drafts policies and procedures for the ERP Software and for accounting and financial processes as needed.

Accounting and Auditing

7. Oversees and manages the City's accounting, financial systems, contract, purchasing, financial reporting and internal control functions. Establishes and monitors financial policies to ensure that all financial accounting processes comply with State and Federal regulations and operate effectively and efficiently.

8. Oversees and coordinates the City's Annual Comprehensive Financial Report (ACFR). Manages the annual audit process.

9. Establishes and monitors internal control procedures for the safeguarding of City assets. Assists in the development of audit programs to address areas of concern. Coordinates with department managers and Finance staff to identify and resolve control issues. Reports non-compliance to Finance Director.

10. Serves as a professional resource for City Council, department heads and City staff in the interpretation of accounting and internal control requirements. Consults with departments to develop informative financial reporting systems that accurately reflect operational results. Provides analysis and assistance to departments in developing improved operating procedures.

11. Maintains expert level knowledge of accounting standards, audit protocols and other accounting pronouncements and guidance.

12. Conducts and oversees the auditing and testing of internal processes to ensure compliance with existing municipal policies and procedures, state and federal laws. Works with the Accounting Manager to provide information related to internal control procedures and testing to the State Auditor's Office. Prepares comprehensive audit reports, including findings and recommendations to correct any deficiencies for review by the Finance Director. Works with City staff to ensure implementation of external audit recommendations.

13. Reviews Schedules of Expenditures of Federal Awards to report grant expenditures in accordance with requirements established by the State Auditor's Office.

Purchasing and Contracts

14. Collaborates with the Contracts and Purchasing Manager to recommend, implement and maintain City's purchasing systems for maximum efficiency and to implement city-wide policies and procedures. Provides input and recommendations to the Finance Director on purchasing and procurement policies and procedures. Oversees the creation of manuals, forms, charts, informational materials, related training programs and briefings. Using various analytical methods evaluates City's current purchasing patterns and practices; develops and continuously improves centralized purchasing systems and procedures.

15. Oversees and manages staff on development of contracting forms and documents. Provides recommendations to and collaborates with City Attorney's office, Contracts and Purchasing Manager, and Finance executive team on standards, processes, risk assessment, liability and insurance requirements. Directs work of purchasing staff in carrying out and executing contracts.

16. Works with the City's IT department and Finance Systems Analyst to implement new software and systems to standardize templates and forms for citywide use, ensuring consistent and equitable application of procurement and contracting rules and standards. Leverages technology to improve processing efficiency and standardization.

Management

17. Hires staff, evaluates employee performance, and provides coaching and corrective action as needed in consultation with the Finance Director and Human Resources. Assigns work and provides direction, training and assistance to assigned staff. Supports Finance Director on employee related issues as assigned.

ADDITIONAL WORK PERFORMED:

1. Performs duties on behalf of the Finance Director as assigned; may assume administrative responsibility of the Department in the absence of the Finance Director.

2. Ensures that quality accounting, contracts, and procurement services are provided to City departments and that accounting and procurement procedures and policies are followed.

3. Provides customer service to the public in problem resolution in accordance with the City's Municipal Code.

4. Manages City-wide relationship with the Washington State Auditor's Office.

5. Researches and self-educates on state and federal laws, regulations, procedures, and policies to ensure the City's compliance.

6. Maintains understanding of best practices and innovations in municipal finance including Government Finance Officers Association (GFOA) recommended best practices, State Auditor's Office (SAO) recommended best practices, follows Generally accepted accounting procedures (GAAP) and Government Accounting Standards Board (GASB) regulations, and follows federal, state, and local contracting and procurement regulations.

7. Maintains professional and technical knowledge by attending courses, workshops, reviewing professional publications and current market trends.

8. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Generally accepted accounting procedures (GAAP) and generally accepted audit standards (GAAS).
- Pronouncements of the Government Accounting Standards Board (GASB).
- Best practice recommendations of State Auditor's Office (SAO).
- Knowledge and experience with complex financial application system software projects, system maintenance, tools and support.
- Knowledge of complex systems project management.
- Knowledge of best practices for change management.
- Knowledge of research methods, data collection and sampling techniques, and statistical analysis.
- Federal, state and local laws, rules and regulations governing public purchasing, contracts, and fund accounting.
- Municipal finance, auditing, contracts, and procurement procedures and policies.
- Washington State Budgeting, Accounting, and Reporting System (BARS), audit procedures, and Washington state and municipal law.
- Thorough knowledge of the City of Bellingham municipal code.

Skill in:
- Demonstrated interpersonal skills including interviewing, persuading, and negotiating skills to establish effective working relationships with assigned staff, co-workers, elected officials, managers, supervisors, and the public.
- Excellent oral and written communication skills utilizing diplomacy and tact.
- Critical thinker and the ability to make connections citywide.
- Demonstrated skill and experience in initiating and leading entity wide system and process changes.
- Project management within scope, time, and financial constraints that exist within the City governmental environment.
- Demonstrated proficiency in spreadsheet, word processing, and database applications.

Ability to:
- Prioritize important issues from both a fiscal and political/policy perspective, establish schedules and timelines, and work with department management in meeting these priorities.
- Generate and implement innovative solutions.
- Effectively present/communicate technical financial information in a variety of settings.
- Manage work-flow processes to meet strict deadlines.
- Perform technically sound fiscal analyses.
- Maintain confidentiality and discretion with regard to sensitive information encountered while in the performance of duties.
- Conduct self at all times in an ethical, professional and respectful manner.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation, and to model, coach, and develop these competencies in staff.
- Establish and maintain cooperative and effective working relationships with members of the public and stakeholders, both internal and external.
- Maintain consistent and punctual attendance.

- Understand, interpret, and develop workflow within a complex organization.
- Research and evaluate new laws and accounting and audit requirements.
- Utilize a variety of spreadsheet, analytical and other computer software for testing analysis and preparation of reports.
- Ability to collect, compile, and analyze complex information and data.
- Prepare, write and present analytical reports and systems analysis to diverse groups.
- Function as a member of the Finance Department management team.
- Manage or lead teams to achieve goals
- Create and provide multi-media based presentations to a wide array of audiences.
  Work independently with little direction.
- Physical ability to perform the essential functions of the job including:
  - Frequently operate a computer and other standard office machinery such as keyboard, mouse, phone;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work performed at a computer workstation, as well as public meeting setting. Some business travel required. Work is performed in an environment that experiences frequent interruptions. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in accounting, finance, or related business field. Master's degree preferred.
- Six (6) years progressively responsible accounting or finance experience required; including three (3) years' experience in a municipal accounting or finance environment; and two (2) or more years of financial information systems project management and implementation experience.
- Two years of supervisory or management experience required.
- Demonstrated knowledge of generally accepted audit procedures and generally accepted auditing standards.
- Certified Public Accountant or other related professional license desired.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.

PREPARED BY: J. Carter
T. Holm
4/2013

REVIEWED BY: _____
Andrew Asbjornsen, Finance Director

A.Silva
A. Asbjornsen
03/2025