CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Public Works Financial Services Manager** **UNION:231**
SG:7
DEPARTMENT: **Public Works – Operations** **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Provides financial reporting and budget analysis to all Public Works divisions; plans, organizes and controls the preparation and submittal of the multi-funded Public Works budget including all subsidiary reporting such as payroll, performance measures, goals and objectives. Oversees all internal accounting functions, manages the Public Works Debt Service program and supervises Financial Services staff. Performs regular internal audits on the various Public Works software systems to ensure conformance with requirements of the Washington State Budgeting, Accounting and Reporting system (BARS) and generally accepted accounting principles (GAAP). Works with Public Works management team and other City staff to design and implement solutions to resolve financial issues and problems. Prepares financial and budgetary projections and develops policies, procedures and tasks.

SUPERVISORY RELATIONSHIPS:

Reports to the Superintendent of Purchasing and Financial Services in Public Works. May also receive projects and direction from the Department Director, Assistant Directors and other Public Works Superintendents. Works under general supervision and the guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements. Coordinates work with other City departments. Supervises the work of Department Financial Services accounting staff; collaborates with team members and other Department staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans and organizes the work processes of the Financial Services accounting staff performing the functions of contractual preparation and tracking both Capital and non-Capital, accounts receivable, accounts payable, inventory data entry, purchase order entry and adjustments, grants management and tracking and budget data entry. Develops and recommends goals and objectives for staff achievement. Recommends hiring, termination and discipline; provides training; evaluates work assignments and performance of duties; develops and improves procedures. Provides leadership and motivation to staff and holds monthly staff meetings.

2. Supervises the financial management reporting of diverse Public Works programs.

3. Supervises the preparation and tracking of Public Works contracts.

4. Supervises the monitoring, tracking and reporting of projects, programs and grants both capital and non-capital, and provides recommendations in support of established organizational goals.

5. Plans, organizes and controls the preparation of the Departmental multi-funded budget. Reviews and reports budgeted expenditures and revenue and performs budget maintenance

activities such as forecasting, cost projections, cost summaries and cash flow analysis. Administers or oversees the internal review of budget expenditures. Compiles materials and prepares the debt portion of the annual budget for the Department including, but not limited to bond analyses and loan information.

6. Performs statistical computations, financial analyses, interpretations, projections and recommendations to facilitate management in day-to-day decision-making processes.

7. Oversees the integrity of computerized accounting journals, ledgers and other financial records.

8. Analyzes Departmental internal financial controls and corrects deficiencies.

9. Assists the Finance Department in preparing and completing annual fiscal processes and reporting such as: year-end closing, Public Works Department's submittal to annual State financial report and Comprehensive Annual Financial Report (CAFR).

10. Ensures activities are recorded accurately and in appropriate accounting journals and ledgers.

11. Controls integration of data from a variety of electronic accounting sub-systems including payroll, accounts payable, accounts receivable, cash receipting, project tracking, fixed assets, inventory sales, fleet replacement and time management/billing into the Public Works and Finance accounting systems.

ADDITIONAL WORK PERFORMED:

1. Works directly with Department Director on various budgetary and accounting issues of a confidential nature or requiring special or emergent action.

2. Regularly prepares Public Works financial data, analyses, debt and personnel information for outside consultants for bond issuance or rate restructuring.

3. Performs other related duties of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Extensive knowledge of generally accepted accounting principles (GAAP) and cost accounting principles.
- Extensive knowledge of standard software application packages supported by the Public Works Department, including but not limited to spreadsheet, word processing, relational database and presentation applications; specialized programs for budgeting, asset management and permit tracking; and, City systems for fleet replacement and the fuel program.
- Considerable knowledge and ability in financial management including cost analysis, budget development, internal audit, business planning and accounting standards.

Skills in:
- Excellent interpersonal skills for establishing and maintaining effective working relationships with a diverse group of people including Public Works management and staff, staff of other agencies and other City departments, seasonal personnel, citizens and City officials.
- Excellent oral communication skills for making presentations and proposals, conducting meetings, giving clear direction to staff, and communicating with the general public.

- Excellent written communications skills for preparing reports, making recommendations, documenting policies and procedures and composing correspondence.
- Excellent leadership skills, including supervision, problem solving, planning, organization, decision making, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.

Ability to:
- Research financial issues, analyze data, prepare and present detailed reports and make recommendations to management.
- Plan, organize, initiate, implement and administer programs.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including but not limited to:
  - Correctable visual acuity to read a computer screen and a typeset page;
  - Fine finger dexterity to manipulate computer keyboard and mouse.

WORKING ENVIRONMENT:

Work is performed in an office environment with extensive time spent at a computer workstation. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment. Occasional visits to other department work sites may be required. Some travel to professional meetings is expected.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Baccalaureate degree in accounting, finance or related course of study;
- Four years of progressively responsible accounting experience;
- Two years of experience performing accounting and auditing for contracts and grants;
- Two years of supervisory experience;
- Government accounting experience and accounting experience within a Public Works department preferred;
- CPA or equivalent knowledge and experience is desired.

OR

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

PREPARED BY: L. McGowan
J. Cady
12/04

REVIEWED BY: _____
Ted Carlson, Assistant Director
Public Works Operations

REVISED BY: Joint Classification Committee
L. Klemanski
P. Jones
7/08

REVIEWED BY: _____
Richard E. McKinley, Director
Public Works