

City of Fort Worth, Texas Job Description

Classification Title	Financial Services Manager		
Job Code:	MG1311	Job Family:	Management
Pay Grade	614	Date Reviewed:	10/01/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists the Finance Director and management staff of the Finance Department with interdivisional projects and functions such as assisting with the City's annual financial report, the City's annual audit and monitoring the City's cost allocation plans and overhead cost rates. Coordinates and supervises assigned activities and special projects within the department as well as with other departments and outside agencies. Provide highly responsible and complex administrative support to the Finance Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Researches, recommends, writes, implements, and administers policies and procedures relative to assigned departmental functions or projects; assists with the development of the City's annual financial report and coordination of the City's annual audit; assists in reviewing significant reports, plans, and documents drafted by staff members; prepares or assists in preparing a variety of complex reports involving statistics, legal requirements, fund accounting, data processing, and financial projections, including informal reports, administrative regulations, memoranda, and Mayor and Council Communications.
3. Assists in supervising and managing the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversee the development and implementation of policies and plans related to assigned departmental services and operations.
4. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; reviews and analyzes accounting methods and procedures to improve existing procedures, ensures policy conformity, and increases effectiveness; allocates resources accordingly; assists in recommending and overseeing departmental performance measures and benchmarks, work methods, organizational structure and

assists in developing, administering and analyzing the Finance Department's customer satisfaction survey.

5. Prepares and reviews monthly, quarterly, and annual fund balance estimates per Budget and Treasury offices schedules and ad hoc requests.
6. Assists in planning and coordinating the department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; and assists in identifying and resolving problems.
7. Assists with computer system implementation as a FMS resource; document Financial Management Services policies and procedures.
8. Assesses and monitors department workloads, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; manage and implement changes; serves as project leader of assigned major programs and projects; tracks and monitors assigned projects; ensure deadlines are met.
9. Represents the department to other departments, elected officials and outside agencies (such as the County Tax Office, bond rating agencies, various federal departments and the appraisal district); coordinate assigned activities with departments and agencies.
10. Selects, trains, manages, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures; completes related personnel matters; oversees implementation of new personnel processes and programs.
11. Participates in the development, analysis, formulation and administration of the department's budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
12. Administers assigned contracts; assists in negotiating and preparing complex requests for proposals or contracts with external professional service providers and vendors; assists in monitoring work progress, the City's cost allocation plans, and the City's overhead cost rate and ensure adherence to project schedules and budgets.
13. Manages, oversees and coordinates departmental information systems and assists with citywide ledger and financial systems design and development and implementation.
14. Provides staff assistance to the Finance Director or assigned management; prepares and presents staff reports and other necessary correspondence; conducts presentations at Council and department head meetings regarding financial aspects of projects; prepares PowerPoint presentations for senior management to assure appropriate and timely actions are taken.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints; interprets policies and procedures; and monitors status of requests; reviews, coordinates and fulfills public records requests; responds to requests from other departments and agencies for information; prepares correspondence.

16. Provides professional assistance in support of special projects or programs.
17. Performs related duties as required.
18. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operations, services and activities of a comprehensive, municipal fiscal services program Computer software programs including Excel, BuySpeed, Fasttrack, BSO, Sage, and BRASS.
- Principles, practices, and methods of municipal finance and accounting.
- Investment policies and procedures for safety, liquidity, and yield for public funds.
- Principles and practices of program development and administration.
- Methods and techniques of statistical data collection and analysis.
- Auditing techniques, principles, and practices, and standards.
- Principles and practices of municipal budget preparation and administration.
- Principles and procedures of financial reporting and automated finance systems.
- Principles and procedures of management systems and reporting.
- Principles of supervision, training and performance evaluation.
- Principles and practices of office management.
- Pertinent federal, state and local laws, codes and regulations.
- City personnel policies and procedures.
- Principles and procedures for developing goals, objectives and management plans.
- Methods and techniques of time management.

- **Skill in:**

- Organization and time management.
- Delegation and leadership.
- Analysis and problem solving.
- Mathematics.
- Computers and applicable software.

- **Ability to:**

- Communicates clearly and concisely, both orally and in writing.
- Assist in managing and directing a comprehensive, municipal finance program.
- Develops and administers departmental goals, objectives and procedures.
- Analyzes and assesses programs, policies and operational needs and make appropriate adjustments.
- Analyzes data and information; draw conclusions; propose responsive actions.
- Identifies and responds to sensitive community and organizational issues, concerns and needs.
- Trains, plans, organizes, directs, and coordinates the work of lower-level staff.
- Delegates authority and responsibility.

- Selects, supervises, trains and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Prepares clear and concise administrative and financial reports.
- Prepares and administers large and complex budgets.
- Interprets and applies applicable federal, state and local policies, laws and regulations.
- Operate a computer and other office equipment.
- Follows direction from multiple sources.
- Prioritizes work and meet deadlines.
- Maintains confidentiality of certain City information.
- Operates assigned vehicle to travel to various meetings and events in the City.
- Establishes and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, economics, accounting, or a closely related field and five years responsible experience in fiscal services or a closely related field with four years of administrative and supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.