



# Job Description

## Finance and Accounting Manager

Pay Grade: 15

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**Employment Status:** Full-Time

**FLSA Status:** Exempt-Executive

**Experience Required:** Minimum of five (5) years to (7) seven years of progressively responsible accounting and finance experience with three (3) years of supervisory experience required. Municipal experience preferred.

**Minimum Education Requirements:** Bachelor's Degree in Finance, Accounting, Business Administration, or a related field and/or equivalent combination of education and experience.

**Department:** Administrative Business.

**Direct Supervisor:** Administrative Business Director.

**Supervisory Responsibility:** Direct (5.75) Indirect (0)

**Primary Work Location:** Office setting.

**Certification:** Valid MN Class D driver's license or equivalent. Must be bondable. Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) through Government Finance Officers Association (GFOA) desirable.

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**Job Summary:** Performs advanced managerial and professional work relative to the operations of finance and accounting services including, but not limited to, general accounting, payroll, utility billing, accounts payable, accounts receivable, assessments, auditing, bond administration, treasury management, and financial reporting for the City of Red Wing. Strategically collaborates with other city departments when applicable to support planning, developing, and implementation of operations, including providing recommendation for automation, future systems, and technologies. Works closely with the Division Department Head management team during the annual budget cycle.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

#### Day-to-Day:

- Effectively lead the Finance and Accounting operations.
- Supervise and manage the City-wide accounting system, processes, and related infrastructure to provide for the stewardship and accountability of all public funds and to ensure the accurate and timely reporting of the City's financial transactions and financial position.
- Perform financial and accounting analysis and work of a complex nature to assess short and long-term financial and accounting concerns.
- Supervise and coordinate the work of Finance and Accounting staff; assign, direct, monitor, and evaluate staff work; plan and coordinate professional development activities, implement corrective action as appropriate.
- Design, implement, oversee, determine, assign, and manage user-rights and access security to end-users for the City-wide accounting system and related infrastructure.
- Supervise the processing of daily and monthly accounting transactions to maintain the general ledger in accordance with generally accepted accounting principles.
- Establish and monitor budgetary controls, adjustments, and reporting requirements.



## Job Description

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Pay Grade: 15

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- Assist the Administrative Business Director in developing, prioritizing and implementing department goals, in developing financial management strategies and policies, in managing financial risks for the organization, and in establishing and monitoring sensible internal controls.
- Coordinates annual budget preparation including revenue/expenditure projection/analysis and assists other departments during the budget process. Presents budget to the City Council. Monitors and presents budget re-appropriations for Council consideration during the year.
- Coordinate the annual independent audit and preparation of the Comprehensive Annual Financial Report for the City for submission to the GFOA award program.
- Oversee annual financial statement completion as well as implementation of audit recommendations.
- Oversee preparation of the Popular Annual Financial Report and submission to the GFOA award program.
- Coordinate the preparation of the annual Truth-in-Taxation presentation.
- Oversee preparation of the Budget Book and CIP Book for submission to the GFOA award program.
- Develop and provide basic end user training on the City-wide accounting system, processes, and related infrastructure.
- Maintain debt records, provide information to municipal financial advisors, and perform other debt oversight functions.
- Respond to requests from City personnel for information, analysis and assistance; provide advice and guidance as requested.
- Compile and prepare various financial and ancillary reports per schedule or by special request to internal and external parties.
- Monitor the City's cash position to ensure timely payments and processing of invoices.
- Organize, file, and retrieve volumes of written materials and electronic data.
- Assist the Administrative Business Director in the management of investment and cash management activities.
- Ensure adequate flow of critical financial information to internal and external clients including citizens, employees, other agencies and City Council.

#### **Regularly:**

- Attend meetings, conferences, and trainings as required; participate on committees, task forces and work groups as assigned.
- Maintain positive professional working relationships with all staff levels, other jurisdictions, outside agencies and the general public.
- Keep Administrative Business Director informed of all pertinent matters.
- Perform other related duties as assigned.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

### Knowledge

- Thorough knowledge of the theory, principles and practices of municipal accounting, budgeting, and auditing.
- Generally accepted accounting principles (GAAP), auditing standards, and each's application.
- Knowledge of Government Accounting Standards Board (GASB) principles.
- Substantial experience in governmental accounting principles and procedures.
- Experience and knowledge of fiscal policy development.
- Principles and practices of leadership, supervision, training, and performance evaluation.
- Pertinent federal, state and local laws, regulations, codes, and administrative policies.
- Recent developments, current literature, and sources of information regarding assigned functions.
- Comprehensive knowledge of investment practices and the ability to apply municipal and Minnesota statutes as they relate to investments.
- Knowledge of tax increment financing (TIF) procedures and Minnesota Statutes.
- Computerized accounting systems, Microsoft Office applications, and proficiency in spreadsheets.
- Thorough understanding of City's functions, policies, and procedures.

### Skills

- Strong problem analysis and decision making skills; ability to develop alternatives and make prompt decisions under time constraints and conditions of uncertainty.
- Apply mathematical operations to solve accounting problems.
- Utilize standard office software such as Microsoft Excel and Word at an advanced level.
- Understand, interpret and apply laws, rules, regulations, ordinances, and policies and apply complex guidelines affecting activities; interpret governmental accounting rules and regulations; interpret and explain City financial management and accounting policies and procedures.
- Strong written and oral communications and relational skills.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, Dictaphone, and copier.

### Abilities

- High attention to detail.
- Ability to meet deadlines.
- Ability to multitask and prioritize work.
- Effectively apply the theory, principles and techniques of governmental accounting.
- Exercise discretion regarding confidential matters.
- Supervise, plan, organize, administer, review and evaluate the work of others; select, train and motivate assigned staff.
- Maintain positive professional working relationships with all staff levels, other jurisdictions, outside agencies and the general public.
- Perform detailed numerical work with speed, fluency, and accuracy.
- Comprehend and draw inferences from written material, analyze problems, gather relevant information and recommend corrective action.



## Job Description

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- Perform multiple tasks under deadlines and pressure; organize and prioritize work to meet deadlines.
  - Prepare a variety of financial statements, reports and analyses with supporting statistics and data. Examine and verify financial documents and reports.
  - Manage complex projects, attention to details with reports and record generation and administration.
  - Coordinate multiple projects simultaneously; diagnose operational problems and take effective courses of action.
  - Develop and maintain cooperative working relationships with a diverse group of associates and City employees.

#### Physical

- Normal office environment.
- Limited lifting to ten pounds or less is required.
- Travel within the City to various City facilities and functions.
- Attendance at evening meetings and related meetings is required.

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\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.