

City of Kingman, Arizona

Classification: Finance Administrator

Department: Finance

Accountable To: Financial Services Director

Created/Revised Date: April 2015

FLSA Status: Exempt **Salary Grade:** 220 **Band:** D **EEO4:** 2

General Description of Position:

Performs highly professional management, administrative, and supervisory duties associated with the operations of Finance. Exercises independent judgment, initiative, and professional skills in the day-to-day administration, management, and supervision of either the Accounting and/or Utility Billing program. Plans, develops and supervises complex professional, administrative work in accounting and financial functions by directing and supervising utility billing, accounts payable, accounts receivable, payroll, and improvement district services and maintaining the related financial records; interprets and carry out programs and objectives and allocates resources.

Duties include project management including the preparation of financial statements, maintenance of general ledger and auxiliary accounts, budget research and preparation, and in general, assuring that the accounting/budget programs and staff follow GAAP, GASB, and other regulatory standards, principles, and guidelines to protect the City. An important aspect of this position is the accountability to the Finance Director for the day-to-day operations.

Supervision Received:

Work is performed independently with considerable latitude for discretion and judgment under the broad guidance and direction of the Financial Services Director.

Supervision Exercised:

Exercises supervision over division staff, either directly or through subordinate supervisors. May act as Financial Services Director in their absence.

Essential Duties and Responsibilities: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Recruits, selects, trains, motivates and evaluates personnel; provides or coordinates staff training; appraises employees for good work and works with employees to correct deficiencies; encourage workplace harmony among employees, implements discipline and termination procedures as necessary. Meets regularly with staff to discuss and resolve priorities, workload and technical issues, assures staff compliance with policies, procedures, and regulatory standards. Determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

- Ensures compliance with applicable federal, state, and local laws, rules, regulations, laws and policies; analyzes new standards, regulations, existing/proposed legislation for impact and recommends implementation of new requirements, attends training, and provides guidance to staff.
- Oversees and assists as needed with payroll functions to ensure timely and accurate timekeeping, calculation and processing of payroll, subsequent regulatory reporting, and compliance with federal and state laws. Stays current with IRS regulations.
- Oversees and assists as needed utility billing ensuring timely and accurate billing and collection procedures; evaluates and makes recommendations regarding utility rates, compiles a variety of financial and/or statistical reports regarding billing and collection information and meter installations. Makes recommendations with regard to policies and ordinance governing utilities. Performs cost-of-service studies for utility rate considerations.
- Provides leadership and direction in the development of short and long range goal for department; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Assures assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Provides guidance and assistance in resolving difficult accounting issues; interprets and resolves accounting problems identified by staff, auditors or other departments; researches and analyzes information and financial reports, summaries, statistical data, findings and recommendations.
- Compiles and creates year-end financial schedules, reports and gathers necessary information for year-end closing; coordinates department-wide initiatives for the enhancement and improvement of service and program delivery. Supervises and prepares periodic reports. Assists in the preparation of monthly, quarterly and annual State or Federal reports.
- Assists the Financial Services Director with the annual audit, participates in the preparation of the CAFR by overseeing tasks, writing fiscal narratives, reviewing statements, schedules and other documentation, and administering audit preparation.
- Supervises, prepares and assists in making journal entries to balance and close monthly general ledger, revenue and expense accounts; reconciles general ledger and subsidiary utility accounts and other accounts as assigned.
- Analyzes, oversees and prepares financial reports on water, wastewater and sanitation financial activity.
- Supervises and performs investment and transferring of City monies.
- Develops utility billing and other financial related ordinances, resolutions and regulations. Assists staff in the enforcement of the Municipal Utilities Regulations and other City ordinances.
- Assists staff in the reporting of Arizona Transaction Privilege Tax (TPT) and collection of City Sales tax revenue.

- Serves as a liaison with employees and external organizations; represents the City at various meetings, public events, training sessions, committees, and/or related events, and maintains and effective working relationships. Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public. Communicates official plans, policies and procedures to staff and the general public.
- Establishes, calculates and maintains files to bill for applicable improvement districts, and processes for unclaimed property remittances to the State.
- Recommends and monitors storage, retention, and destruction policies and procedures for financial records.
- Researches, develops and maintains technologies and information systems; researches and recommends system upgrades and replacements.
- Supervises and assists the performance of grant activities and compliance.
- Supervises and assists in citywide procurement process; approval authority for requisitions and ensures fiscal control over the capital expenditure process and policy compliance.
- Keeps the Finance Director advised of division activities and issues through written and oral reports.
- Protects privileged and/or confidential information.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, or weekends as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.
- Provides excellent customer service to both internal and external contacts.

Peripheral Duties:

Performs other duties as assigned. Serves as a member of various committees. Provides back-up to other related positions.

Desired Minimum Qualifications:

Education and Experience:

Bachelor's Degree in Accounting, Finance, Public or Business Administration or a closely related field; and

three (3) years experience in governmental or fund accounting; and

two (2) years of supervisory experience;

OR an equivalent combination of education, experience and training equivalent to the above minimum requirements.

Knowledge:

Considerable knowledge of modern governmental accounting theory, principles and practices, principles and practices of statistics as applied to financial and operational activities; auditing theory and practices, cash management and internal control procedures, accounting procedures

and systems, laws/regulations specifically related to municipal accounting and finance, coupled with the ability to interpret and apply them. Knowledgeable in computer applications and automated financial management software packages; considerable knowledge in leadership and management practices; considerable knowledge of capital improvement and fiscal short and long range planning; payroll and accounts payable functions; economics and financial forecasting; special assessment districts, debt management; transaction privilege tax auditing; utility funding and construction, billing systems and practices, and operation and regulation of public utilities; and general trends and current developments in public sector accounting and payroll administration; and quality customer service principles and practices. Considerable knowledge of governmental accounting and financial management principles; Governmental Accounting Standards Board (GASB) pronouncements and Generally Accepted Accounting Principles (GAAP). Considerable knowledge in leadership and management practices; expertise in team building methods.

Skills:

Skill in complex mathematical calculations; operation of personal computers and software, and their application to finance, accounting, and utility billing functions. Planning, organizing, coordinating and preparing accurate and timely fiscal budget preparation; forecasting, project management, reviewing and analyzing complex financial data and systems, procedures and controls; developing rates and fees; administering municipal budgets and capital improvement plans; supervising, evaluating and selection of personnel; establishing and maintaining effective working relationships; communicating effectively both orally and in writing.

Abilities:

Demonstrated ability to maintain a high degree of organization, coordination and communication, with attention to detail and accuracy. Ability to communicate and use interpersonal skills to interact and effectively, verbally and in writing, the City utility billing and financial services policies to coworkers, supervisor, the general public, etc.; ability to work with angry or difficult customers; ability to establish and maintain successful working relationships with employees and the public; ability to effectively supervise and evaluate staff, prioritize and assign work; ability to develop, implement, and maintain effective accounting policies and procedures. Interpret, apply, and ensure compliance with applicable federal, state, and local laws, rules, codes, ordinances and regulations; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. Ability to perform account reconciliations, prepare journal entries, perform mathematical calculations, record analyze, reconcile and report accounting transactions, prepare accounting statements and reports, solve problems, research discrepancies, handle multiple assignments simultaneously. Abilities to work independently, and plan, organize and supervise multiple, complex assignments. Ability to deal with problems which may be controversial or sensitive in nature and create a professional and service oriented atmosphere. Ability to maintain confidentiality of protected financial data and payroll records. Ability to work under stress of meeting many requests and deadlines.

Special Requirements/License/Certifications:

A valid Arizona driver's license or ability to obtain one within three months.

Work Environment: The work environment characteristics attached to the job description 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. - See Physical Demands Form

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards, doing the right thing when no one is watching.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

Selection Guidelines:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

Employee Sign Off:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.