

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Finance Manager
DEPARTMENT: Finance/Information Technologies
REPORTS TO: City Treasurer

SALARY GRADE: 22
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position is responsible for developing, implementing, and maintaining all accounting systems and procedures while supervising the department staff engaged in maintaining its books and financial records.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

Review all transactions to all accounts. Prepare entries to adjust account balances based on budgetary allocations and to accrue revenues and expenditures. Prepare spreadsheets for auditors to review end of year balances. Prepare spreadsheets for our worker's compensation audit. Provide explanations for variances in balances compared to the previous fiscal year and the adopted budget.

Reconcile personal property tax and waste collection modules to fund accounting systems. Verify all accounts are billed correctly and that all payments are applied appropriately.

Review bank statements monthly and reconcile in general ledger. Prepare monthly journal entries to reflect ACH credit and debit transactions affecting accounts.

Compile information and prepare tables and introductory section for Comprehensive Annual Financial Report.

Prepare Uniform Financial Report to the State of Maryland; submission to the Department of Legislative Services requires compiling information on revenues, expenditures, assets, liabilities and fund balances and doing a comparison to the City's financial statement.

Act as backup for monthly personal property tax billings, enter assessments, calculating tax bills and review tax statements for mailing to Greenbelt businesses as needed.

Prepare grant submission for Police department and CARES. Prepare annual submission for annual motor fuel tax refund.

Prepare all state and federal bi-weekly, monthly, quarterly and annual withholding tax and sales tax submissions.

Prepare quarterly unemployment tax and 941 submissions.

Read and apply all GASB updates.

Review IRS and state regulations regarding payroll. Adjust deductions and pay codes to accommodate regulations and annual limits.

IMPORTANT JOB FUNCTIONS:

Verify employee state, federal, fica, and medicare wages and tax withholding. Prepare W-2's and magnetic files. Prepare reports to document employee earnings and deduction information.

Review all check and purchase order requests prior to entry to verify account numbers and that all requests have the appropriate approvals.

Prepare and submit positive pay files to bank and verify exceptions to submitted files.

Verify all funds are in balance. Backup all accounting modules and monitor activity in bank accounts daily.

Act as backup for waste collection billings and payroll applications when necessary.

Prepare wires for payment

Review and submit bi-weekly ICMA contributions, monitor employee 401 payments, and adjust deduction amounts as needed.

Review all personal property accounts to determine whether unapplied credits should be held or refunded to businesses.

Prepare spreadsheets and memos based on the needs of the City Treasurer and City Manager.

Determine areas for review by Internal Audits and assign to Finance staff. Prepare Internal Audits and assign to Finance staff. Prepare Internal Audits, which require reviewing the procedures and policies of various departments and recommend improvements.

Respond to residents and businesses regarding questions and concerns. Communicate with local, state, and federal agencies.

Act as power user of Pentmation software by setting up user assess, provide training, assist other employees with questions.

Prepare state retirement submission documenting wages earned by all employees and independent contractors.

Verify vendor information and prepare 1099's for independent contractors and the IRS.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Accounting, Finance, Business Administration, or a related field; and,

Five to seven years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Budget development policies and procedures.

Computerized municipal accounting and auditing systems.

Generally Accepted Accounting Principles (GAAP), policies and processes as related to governmental accounting standards and operations.

Principles, theories and practices of municipal accounting (including cost and fund accounting), auditing and financial management.

Administration of staff and activities, either directly or through subordinate supervision.

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Preparing complex, concise, accurate financial reports.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to analyze data and provide accurate forecasts.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; speak and hear; read and write; keyboard; push, pull and/or lift up to 10 pounds; lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.