

Job Description

Human Resource Use Only

Position Number:

Step/Grade - L

Effective Date:

POSITION IDENTIFICATION

Position Title: ~~Comptroller~~/Deputy Treasurer

Division: Finance

Status: Full Time, Exempt

Workweek: Monday-Friday (7:30am-4:30pm)

SUPERVISORY RELATIONSHIPS

Reports to: ~~Finance Director/Treasurer~~Director of Administration

Directly Supervises: Coordinates and evaluates payroll and finance division assignments.
Performs duties of Director of ~~Finance Administration~~ in his/her absence.

POSITION PURPOSE

Under the ~~Finance Director's~~Director of Administration's supervision performs work of considerable skill in maintaining the City's accounting records and administering the City financial operations. Assist in the supervision of a system providing for the processing of all claims, receipts, disbursements, borrowing and investments for the City of Manitowoc along with the maintenance of all fiscal records and reports in an automated environment. Serves as the Deputy City Treasurer pursuant to State Statutes and City Ordinance. Assist in the preparation of the annual city budget and the annual financial report. As the primary support professional for the ~~Finance Director~~Director of Administration, this employee is expected to proceed with a high degree of independence. This position is also a liaison to the IT department for the City's Finance system, which also includes ancillary modules that interface with the Finance Department. Fill in for the Director during any absences.

ESSENTIAL DUTIES

- A. Maintains appropriate balances in all city checking accounts.
- B. Prepares charge back of unpaid personal property taxes to taxing districts in accordance with State Statutes.
- C. Prepares periodic tax settlements with all taxing districts.
- D. Prepares Statement of Taxes, including calculating tax and credit rates for the tax roll.
- E. Prepares and reconciles all indebtedness payments including bonds and notes, trust fund loans, safe drinking water and clean water fund loans.
- A-F. Prepares various schedules, graphs and other supporting data for inclusion within various publications prepared by the city including but not limited to Comprehensive Annual Financial Report (CAFR), Annual Budget Document and City's Annual Capital Improvement Plan

- B.G. Provides information and assistance directly to independent auditors in the preparation of Governmental Accounting Standards Board (GASB) compliant audited financial statements and related audit opinion.
- C.H. Coordinates development of the City's Five-Year Capital Improvement Plan by critically evaluating the city's debt posture, capital requirements, resources and financial capacity.
- D.I. Communicate and serve as liaison to the IT department on financial system interfaces, product stability, enhancement requests, overall functionality, and test for potential uses for efficient functionality.
- E.J. Serve as the "In-house expert" on the city's financial system and ancillary systems for purposes of developing and administering training programs for city personnel.
- F.K. Maintain subsidiary records for tracking Project Fund balances for appropriate usage of funds.
- G.L. Works closely with all departments to ensure understanding and ability to interact with the city's automated financial environment, including monthly, quarterly, annual and ad-hoc financial reports.
- H.M. Create and Maintain the Procedural Instructions and Manuals for all financial software applications.
- I.N. Prepare monthly bank reconciliations and record investment activity for multiple accounts
- J.O. Assists in coordinating all borrowing activities for the City.
- K.P. Assist with maintaining a system of internal control to ensure that expenditures do not exceed appropriations.
- L.Q. Assist City departments in grant management by establishing the necessary accounting and financial records.
- M.R. Prepare and maintain annual fixed asset listings and related GASB compliant schedules for annual report.
- N.S. Reconcile accounts to determine the proper balances and identify any variances.
- O.T. Prepare journal entries as necessary.
- P.U. Assist with the Budgeting process including strategic planning, system setup, data exports/imports, and reporting.
- Q.V. Attends Finance Committee/City Council meetings as needed.
- R.W. Assists with coverage for Treasurer's Office as needed.

OTHER DUTIES

Listed here. These are duties you would not consider essential functions

MINIMUM POSITION QUALIFICATIONS

Education: Bachelor's degree in Accounting or related field.

Experience: 10 years general accounting/financial experience or 7 years municipal accounting/financial experience.

Certifications/Licenses: None

Other Requirements: In lieu of education and experience listed above other combinations of education and experience may be considered to meet the minimum qualifications.

KNOWLEDGE, SKILLS, & ABILITIES

- A. Knowledge of Generally Accepted Accounting Principles (GAAP) used in keeping fiscal accounts and records, and of finance terminology, procedures and routines.
- B. Knowledge of Governmental Accounting Standards Board Pronouncements (GASB), municipal fund accounting and related financial procedures
- C. Ability to add, subtract, multiply and divide accurately.
- D. Ability to prioritize tasks to meet deadlines despite difficult and complex situations.
- E. Ability to make financial decisions quickly and accurately.
- F. Communicate professionally and effectively via oral and written documents.
- G. Ability to prepare accurate reports and data
- H. Ability to learn new technology in the workplace as it develops and changes.
- I. Understand and carry out complex oral and written directions.
- J. Exercise discretion over confidential information.
- K. Supervise the work of others.
- L. Works well with the public.
- M. Read, analyze and interpret financial data and financial statements.
- N. Operate general office equipment.
- O. Intermediate proficiency in Microsoft Office Suite with an emphasis on Excel, Word and Access.
- P. Knowledge of Federal and State grant procedures
- Q. Ability to manage people effectively.
- R. Ability to work effectively as a member of a team
- S. Ability to explain complex financial matters to the lay person.
- T. Ability to read and interpret policy manuals, technical manuals, Wisconsin Administrative Codes and City ordinances; ability to read and analyze financial data in varying formats; ability to present facts and make recommendations effectively in written and oral form; ability to prepare and issue reports for use by staff, boards, local officials and the community.
- U. Ability to add, subtract, multiply, divide, calculate percentages, fractions, decimals, present values, amortization schedules and other debt related calculations; ability to prepare and interpret complex descriptive statistical data and reports; ability to prepare and interpret graphs and formulas.
- V. Ability to apply situational reasoning ability by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.

Physical Effort: Work requires handling average weight materials or equipment, but not for sustained periods.
Working Conditions: Some exposure to definitely disagreeable features.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.