

## **Town of Lakeview**

### **Town Finance Manager Job Description**

#### **OVERVIEW:**

The Town Finance Manager is responsible for managing the financial operations (accounting, financial reporting, payroll, and procurement) of the Town of Lakeview. Performs complex, professional accounting work including grant, debt and improvement programs, budgeting, and general ledger maintenance, and internal controls. This position plays a key role in maintaining the financial health and integrity of the municipality. Works under the direction of the Town Manager.

#### **BUDGETING AND FINANCIAL PLANNING:**

- Develop and manage the annual budget in collaboration with Town Manager, department heads and elected officials.
- Attends budget committee meetings; reviews budget requests for accuracy and completeness; consults with department heads regarding their operating budgets.
- Monitor budget performance, analyze variances, and provide recommendations for corrective actions as needed.
- Forecast financial trends and provide financial projections to support long-term planning.
- Assist with Urban Renewal Agency (URA) programs and projects budget.
- Monitors and analyzes department budgets; identifies potential budgetary concerns; and informs Town Manager and Department Heads of same.
- Advises Town Manager on financial matters concerning the day-to-day operation of the Town as well as insurance matters, purchasing, personnel and employee benefits.  
Assist with grant program reporting.
- Manage office supplies inventory and reorder supplies as needed to ensure uninterrupted operations.
- Coordinate office maintenance and repairs, liaising with vendors and building management as necessary.
- Coordinate meetings and events, including scheduling, room setup, catering arrangements, and technology support.
- Maintain cleanliness and organization of conference rooms.
- Support general administrative tasks such as answering phones, processing mail, and filing documents.
- Perform general administrative tasks, including filing, scanning, and photocopying documents.
- Cover the front desk when needed. Taking utility payments and providing customer service.
- Assist with office maintenance and facilities management, consulting with vendors and service providers as necessary.
- Oversee office supplies inventory and procurement, ensuring adequate stock levels and cost-effectiveness.

## **ACCOUNTING AND FINANCIAL REPORTING:**

- Maintain accurate financial records in compliance with Generally Accepted Accounting Principles (GAAP) and other applicable regulations.
- Prepare monthly, quarterly, and annual financial reports for presentation to town officials, auditors, and other stakeholders.
- Ensure timely submission of required financial reports to regulatory agencies.
- Responsible for accounting functions related to general ledger, accounts receivable, accounts payable, payroll, liability payments and reporting.
- Assist in administering grant programs and financial incentives to promote investment and redevelopment in designated urban renewal areas, including tax increment financing (TIF) districts.
- Responsible for timely debt payments; completes required state and federal reports. Reconciles the general fund cash account of the town and makes appropriate general ledger journal entries.
- Maintains accounting records in accordance with applicable laws, regulations, and generally accepted principles.
- Calculates need for Tax Anticipation Notes.
- Prepares and analyzes town and departmental financial statements; reconciles accounts and prepares corrective journal entries where required.
- Prepares monthly financial reports, trial balances in various funds, and end of year reports.
- Oversees internal and external Town audits.
- Maintains accounts receivable.
- Prepares financial documents, exhibits, statistical summaries, and other materials for a variety of purposes including inclusion in the town's annual financial report.
- Performs other duties as required/assigned that support the overall objective of the position.

## **CASH MANAGEMENT AND INVESTMENTS:**

- Manage cash flow and liquidity to meet the town's financial obligations.
- Develop and implement investment strategies to maximize returns while minimizing risk.
- Monitor investment performance and adjust strategies as necessary.

## **INTERNAL CONTROLS AND COMPLIANCE:**

- Establish and maintain internal controls to safeguard municipal assets and ensure compliance with legal and regulatory requirements.
- Conduct periodic audits to assess compliance with financial policies and procedures.
- Implement recommendations for improving internal controls and operational efficiency.
- Establishes and maintains procedures and controls over municipal revenues and expenditures in all departments of the Town.
- Works with Town Manager in developing Town fiscal policy; recommends Town financial policies.

## **GRANTS AND FUNDING:**

- Identify and pursue grant opportunities to supplement town revenue and support specific projects or programs.

- Assist in preparing grant applications and ensure compliance with grant requirements throughout the funding period.
- Assist in monitoring grant expenditures and preparing financial reports for grantors.

**QUALIFICATIONS:**

- Proficiency in financial management software and Microsoft Excel.
- Excellent communication skills, including writing, and interpersonal communication.
- Strong analytical and research skills.
- Experience in strategic planning, project management, and budgeting.
- Ability to build and maintain effective relationships with diverse stakeholders.
- Flexibility to adapt to changing priorities and work effectively in a dynamic environment.
- Establishes and maintains a working environment conducive to positive morale, quality, creativity, and teamwork.
- Performs other related duties as required.
- Knowledge of municipal accounting and auditing including enterprise funds; Considerable knowledge of Generally Accepted Auditing Standards (GAAS); considerable knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of principles and practices of municipal finance administration including budget preparation. Knowledge of statistical methods.
- Ability to write clear, comprehensive explanatory texts to accompany financial reports.
- Ability to prepare accounting/financial data projections.
- Ability to present ideas effectively orally and in writing.
- Ability to establish and maintain effective working relationships with staff, other Town employees/ departments, Town officials, and the public.
- Skill in effective, clear, and persuasive oral and written communications about the Town's finances to individuals and groups.
- Attention to detail and accuracy in data entry and record-keeping.
- Strong communication skills, both written and verbal.
- Ability to maintain confidentiality and handle sensitive information with discretion.

**EDUCATION:**

Must hold bachelor's degree in accounting, finance, business administration, or a related field (master's degree preferred) **OR** an equivalent combination of education and experience. Certified Public Accountant (CPA) designation or equivalent certification preferred. Previous experience in municipal finance or government accounting strongly preferred. Must possess at the time of application and maintain a valid Oregon Driver's License.

**WORK EXPECTATIONS:**

- Employee is subject to Town employee handbook. Position includes some financial duties, and the position requires truthfulness and honesty.
- Follow all safety rules and procedures established for work areas. Maintain work areas in a clean and orderly manner.

- Represent the Town by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
- Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
- Provide reliable, accurate and credible work.

**PHYSICAL DEMANDS and WORKING CONDITIONS:**

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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Usual office working conditions. The noise level in the work environment is typical of most office environments. The primary work environment is a climate-controlled office setting. Must possess ability to work in a standard office setting and use standard office equipment. May deal with stressful situations or distraught individuals. Operation of a motor vehicle on public roads common. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is subject to passing background investigation check. This job description does not constitute an employment agreement between Lakeview and Employee.

The Town of Lakeview will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the Town's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request accommodation as soon as it becomes apparent that reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact the Town Manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or create a direct safety threat to the individual, or others.