

CITY OF CHATTANOOGA
Classification Specification Title: Finance Manager

Department: Multiple

Pay Grade: GS.13

Supervision Received From: Multiple

FLSA Status: Exempt

**Supervisory Responsibility For: Fiscal Technician,
Head Librarian, Fiscal Analyst, Accounting Technician,
Admin Support Specialist**

Established: 9/19/07

**Revision Dates: 4/16/25;
11/7/24; 10/20/23; 1/11/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for directly and indirectly managing staff with financial responsibilities, and administering financial policies, programs, and processes within the assigned department. Typical responsibilities include processing, review, and reconciliation of a variety of personnel, payroll, procurement, accounting and accounts payable transactions and activities.

Duties include applying City Policies to develop and write procedures; maintaining compliance with federal, state, and local laws; creating and maintaining division budget; monitoring those budgets and expenditures, as well as compliance with rules, regulations, and administration directive. Uses independent judgment and discretion.

SERIES LEVEL:

The Finance Manager is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Compiles, monitors, and controls expenditures and manages financial operations data.

Manages the day-to-day activities and operations of requisitioning, receiving, reconciliation, pay clerk/payroll, revenue funds, cash handling, supply and equipment inventory management/fulfillment, SME and fixed asset inventory, records retention, grant management which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, goals, objectives, systems and/or standards.

Ensures compliance with Federal, State and Local laws, regulations, codes, standards, policies and procedures.

Prepares annual and/or capital department budgets for recommendations to the executive staff, applicable Boards, Mayor and City Council which includes developing budget requests and packages.

Comparing budgets to actual expenditures and overseeing fiscal operations.

Provides support to the department in developing budget forecasts; preparing and administering budgets; prepares cost estimates for budget recommendations; submits justifications for budget items, developing budget policies, calendars, guidelines and instructions.

Facilitating budget meetings and the preparation of related materials; preparing presentations for executive staff and performing related activities; and ensuring budget compliance with State regulations.

Formulating, interpreting and establishing relevant budget information; establishing the budget calendar and timelines for the annual operating and capital budget for all divisions within the assigned department.

Providing direction to fiscal coordinators and staff on developing annual budget, planning and coordinating budget review by applicable executive staff, applicable Boards, the City Council, the Mayor and the general public and preparing budget presentations.

Reviews operating and capital budgets to analyze trends affecting budget needs; ensures adjustments are made in accordance with program changes in order to facilitate long-term planning; prepares comparative analysis of operating programs by analyzing costs in relation to services performed during previous fiscal years and recommends budget revisions.

Analyzes departmental and/or capital project budget performance and/or variances, monitors performance in the execution of the budget for departments; determines and manages availability of funds for departmental requisitions and vouchers, as well as contracts and approvals, including the preparation of payment vouchers, requisitions, bid specifications, journal vouchers and process resolutions.

Designs reporting to facilitate the analysis, research and compilation of financial data and accounting records to communicate accounting information to upper management.

Examines financial data in management decisions; presents written and oral summaries of analytical research and findings to departments and management.

Participates in/on a variety of meetings, committees, task forces and/or other related groups in order to receive and/or convey information.

Projects revenues and closely tracks the economy at the national, state and local levels comparing growth in the economy to revenue streams and providing principal economic research and forecasting.

Prepares monthly expenditure projections based on actual spending data to identify trends and recommend corrective action if necessary and communicates the analysis to division administrators.

Responds to requests for information and complaints from the general public; elevates issues when appropriate.

Monitors and maintains the personnel system which includes updating personnel positions, verifying positions and monitoring vacancies to ensure position authorization as specified by the budget ordinance; prepares related reports.

Collaborates with Information Technology personnel to troubleshoot and resolve problems associated with software, systems and processes related to budget activities.

Investigates and resolves complex software related posting errors, reporting errors and general ledger discrepancies.

Performs a variety of special projects as assigned ensuring timely completion.

Schedules, coordinates and participates in/on a variety of internal/external meetings, public forums, training sessions, committees and/or other related groups in order to receive and convey information.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes, distributes documentation and retains records.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

Incumbents in this classification are a part of the Library's executive team, Library Board Finance Committee, Library Board of Directors Meeting, and collaborates and consults with departments City-wide.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Accounting, Finance or related field and six (6) years of progressively responsible professional accounting and supervisory experience, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Certified Public Accountant Certification or Certified Municipal Finance Officer preferred.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS: Knowledge of supervisory, managerial and leadership principles; municipal government structures and operations; governmental financial reporting requirements; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies, procedures and standards; fund accounting systems and principles; advances financial analysis principles and methods; research methods and techniques; automated financial systems and policy and procedure development and implementation practices; financial and governmental accounting principles and practices; statistical methods budgeting principles and practices; strategic planning principles; project planning tools; inventory management principles; problem-solving methods; workflow and process analysis methods.

Skill in monitoring the work of subordinate staff; prioritizing and assigning work; formulating large, multi-level budgets; performing mathematical calculations; reconciling accounts; analyzing financial data and information; preparing budget forecasts; conducting research; interpreting and applying applicable laws, codes, rules, regulations, policies and procedures; managing projects; using a computer and related software applications; preparing reports; interpreting, analyzing and exercising independent and decisive judgment and communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 40 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: Depending on assignment

Department of Transportation - CDL: N

Child Sensitive: Depending on assignment

The City of Chattanooga, Tennessee 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 encourage both prospective and current employees to discuss potential accommodations with the employer.