

CITY OF CHATTANOOGA

Classification Specification Title: Manager Financial Operations

Department: Finance

Pay Grade: GS.15

Supervision Received From: City Finance Officer

FLSA Status: Exempt

Supervisory Responsibility For: Mgr. Pay Roll, Acct. Mgr

Established: 6/29/07

Admin. Sup. Asst.

**Revision Dates: 4/16/25;
12/6/24; 10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing and overseeing the overall accounting, payroll and disbursement functions. Duties include applying Generally Accepted Accounting Principles (GAAP) to develop and write procedures; maintaining compliance with federal, state and local laws; ensuring compliance with Governmental Accounting Standard Board (GASB) rules on accounting; coordinating with external auditors conducting City audit; managing preparation of the Comprehensive Annual Financial Audit and supervising and evaluating staff. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL: The Manager, Financial Operations 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 accounting and payroll managers 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.

Manages and oversees accounting, payroll and fund disbursement activities and operations for the City which includes planning, coordinating, administering and evaluating programs, projects, strategic planning, processes, procedures, systems, standards and/or service offerings; ensures compliance with federal, state and local laws, regulations, codes and/or standards; coordinates activities between multiple service areas; works to integrate and coordinate service areas.

Analyzes, researches and compiles financial data and accounting records to communicate accounting information to upper management; examines financial data to resolve management decisions; presents written and oral summaries of analytical research and findings to departments and management.

Manages and participates in the preparation of financial statements and reports.

Reviews and analyzes contracts, making recommendations for changes; monitors contracts for compliance with applicable guidelines and specifications.

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

Analyzes and interprets complex financial documents; makes recommendations based on findings.

Manages the preparation of the Comprehensive Annual Financial Report (CAFR). Prepares expenditure and revenue forecasts; analyzes financial trends.

Maintains the integrity of the City's chart of accounts.

Oversees the implementation and upgrading of automated financial systems.

Compiles data and information relating to audits performed by internal and external auditors; prepares reports as requested for auditors.

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):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting or Finance and eight (8) years of financial or accounting experience, including supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Certified Public Accountant, Certified Municipal Finance Officer, or Certified Public Finance Officer is preferred.

SUPPLEMENTAL INFORMATION:

Knowledge of supervisory principles; project management principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies, procedures and standards; fund accounting systems and principles; advanced internal control practices; advanced financial analysis principles and methods; research methods and techniques; automated financial systems and policy and procedure development and implementation practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; performing mathematical calculations; preparing and analyzing complex financial reports; reading, comprehending and reviewing financial information; managing projects; managing and adapting to a rapidly changing environment; interpreting and applying applicable laws,

ordinances, codes, rules, regulations, policies and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and making recommendations for organizational goals; handling multiple tasks simultaneously; monitoring and evaluating accounting, payroll and disbursement functions; collaborating with external agencies and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

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

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 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: N

Department of Transportation - CDL: N

Child Sensitive: N

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.