

POSITION DESCRIPTION
TOWN OF ARGYLE, TEXAS

POSITION TITLE: Finance Manager

DESCRIPTION DATE: March 16, 2022

DEPARTMENT: Finance

REPORTS TO: Town Administrator

POSITION SUMMARY: Under the direction of the Town Administrator, the Finance Manager performs responsible and specialized duties to complete varied financial activities, including accounting, treasury operations, pre-auditing, financial reporting, budget planning, forecasting, budget preparation, debt management, oversight of purchasing, cash management, banking relations, customer service and municipal court. Supervises Assistant Town Treasurer and Municipal Court employees and performs related work as required and other assigned projects.

Finance Manager duties:

1. Performs accounting activities in compliance with applicable standards, policies and procedures, including general ledger reconciliation, financial reporting, budgeting, auditing and record keeping.
2. Processes certain monthly journal entries that affect financial reporting and budget variance analysis.
3. Reviews, analyzes and integrates various financial data and records into forms and reports.
4. Assists in all aspects of accounting and financial services including monitoring and controlling expenditures as specified in the adopted annual budget, collecting, organizing, summarizing and presenting departmental budget information, preparing the annual budget, and establishing and maintaining systems and charts of accounts to ensure accountability and financial control.
5. Collaborates with and assists the independent auditors on the preparation of the annual external audit; prepares the Comprehensive Annual Financial Report (CAFR) and basic financial statements and submits to auditors for review and approval.
6. Performs reconciliations between accounts maintained in the general ledger and the subsidiary ledgers, including monthly bank and investment account statements and accrued liabilities.
7. Prepares monthly and quarterly financial, investment and budgetary reports and distributes to Department Directors, Town Administrator, Mayor and Council as needed.
8. Understands, interprets and applies departmental rules, regulations, policies, practices and procedures.
9. Uses computer applications to input and retrieve data, generate queries and create custom reports.
10. Processes complex accounting and financial transactions; audits financial transactions and data for accuracy and resolves discrepancies.
11. Coordinates work with other units or departments; compiles data for special and periodic reports; prepares correspondence and reports.
12. Maintains fixed asset subsidiary ledger including fixed asset additions, disposals, updating depreciation expense and accumulated depreciation; coordinates physical verification of fixed assets inventory.

13. Staff liaison to the Financial Oversight Committee—prepares meeting materials and attends all meetings of same.
14. Accurately completes all paperwork in a timely manner.
15. Regular attendance and performance of related duties and responsibilities as required.
16. Perform such other duties as assigned.

Essential Knowledge Skills & Abilities

- Principles and practices of accounting and financial record keeping.
- Principles and practices of accounts payable, accounts receivable, payroll processing, purchasing, fixed assets/depreciation, auditing and revenue collections at a technical level in area of specialization.
- Generally Accepted Accounting Principles (GAAP) and Generally Accepted Audit Standards (GAAS).
- Principles, practices and trends of general and municipal government accounting, finance, budgeting and auditing.
- Modern office procedures, methods and equipment.
- Basic municipal government practices and operations.
- Pertinent Federal, State and Local laws, codes and regulations.
- Principles and practices of budget preparation and administration.
- Principles of business letter writing and report preparation.
- Principles and practices of mathematics.
- Customer service and conflict resolution techniques.
- Computer applications as they relate to assigned areas.
- Methods and practices of financial and statistical record keeping and reporting.
- Excellent written, oral, and interpersonal communication skills.
- Understand and explain complex financial transactions.
- Collect, compile, analyze and evaluate data soundly and impersonally.
- Accurately tabulate and balance assigned transactions.
- Apply principles and practices of municipal accounting and budget preparation, adoption, analysis and reporting.
- Perform highly responsible administrative work involving the use of independent judgment.
- Learn, interpret and apply departmental policies, rules and regulations.
- Use initiative over a broad range of situations and alternatives.
- Compose correspondence and memoranda independently.
- Understand and follow oral and written instructions.
- Maintain accurate and well-organized records and files.
- Maintain the confidentiality of sensitive data.
- Handle multiple projects and organize work to adhere to deadlines.
- Prepare clear and concise reports with accuracy.
- Make accurate mathematical calculations.
- Handle public inquiries with tact and courtesy.
- Identify and respond to issues, concerns and needs.
- Read and write at the level required for successful job performance.
- Operate a personal computer and use applicable software.
- Operate specialized computer systems used in financial reporting and general accounting.
- Establish and maintain effective relationships with those contacted in the course of work.
- Work independently and as a member of a team.

- Provide lead direction and instruction to others.
- Perform limited variety of regular assignments without instructions according to established procedures.
- Work flexible and extended hours to accommodate Town needs.

REQUIRED QUALIFICATIONS

Education/Experience/Certificates/Licenses/Eligibility:

1. Bachelor's degree in Accounting, Business Administration, Public Administration.
2. Three to five years of experience as a Finance professional for a municipality or government entity.
3. Preference for continual increasing municipal management/supervisory experience.
4. Proficiency in the use of personal computers and MS Office applications.
5. Experience using Tyler Technologies Incode preferred.

Must be able to develop and sustain a positive working relationship with citizens, supervised employees, Town Staff, Town Administrator, and Town Council. Must have excellent speaking and writing skills. Must enjoy working with the public and possess and demonstrate a genuinely friendly and helpful nature.

THE TOWN RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.