

Job Description

Job Title:	Senior Finance Manager								
FLSA:	Exempt:	X	Non-Exempt:		Union Status:	Union:		Non-Union:	X
Supervision Received:	Director of Finance				Supervision Exercise:	Staff			
Last Revision:	4/2/2019								

General Summary:

This position is responsible for performing the most complex professional and administrative work planning, organizing and assists in managing and supervising the Finance Department.

Shared Services :

This position is part of a shared services Finance Department, providing all financial services for the following entities: Town of Mansfield, Mansfield Board of Education, Region 19 School District, Eastern Highlands Health District, Mansfield Downtown Partnership and the Mansfield Discovery Depot.

Career Ladder :

This position is part of a career ladder with the Assistant Director of Finance position. This position differs from the Assistant Director position in that this position is designed to allow for the development of managerial and supervisory skills, and the overall strategic thinking skills necessary for the Assistant Director position. This position also has lesser knowledge, skills and ability requirements.

Essential Functions:

1. Supervises, mentors, develops and assigns work and projects to departmental staff.
2. Assists with policy development, internal control development, revenue and expenditure projections and oversight of expenditures.
3. Plans, organizes, directs various divisions of the department including accounting, payroll, and treasury activities.
4. Coordinates the annual financial audit and the preparation of the comprehensive annual financial report.
5. Assists with the preparation of shared service partners annual budgets.



6. Coordinates and prepares quarterly financial statements which include balance sheets, changes in fund balance, current year actual data and current year estimates and other supplemental schedules.
7. Coordinates and processes month-end and annual fiscal year closings and rolls adopted budget into the general ledger and balances.
8. Prepares routine and year-end adjusting journal entries and budget adjustments.
9. Calculates monthly health insurance contributions and monitors self-insurance funds.
10. Oversees reconciliation of all cash and investment accounts.
11. Calculates daily cash balances and authorizes investment transfers, signs and authorizes manual checks.
12. Maintains the online banking program and all wire transfers and ACH transfer details and maintains grant accounting records and completes quarterly financial reports and payment requests.
13. Reviews and approves all payroll tax reporting for all entities and calculates personal auto usage and group term life insurance taxable wage adjustments for payroll.
14. Prepares and submits a variety of complex financial reports and assists in the preparation of grant applications and financial reporting.
15. Assists in the preparation of all financial reporting to the State Department of Education.
16. Coordinates authorized debt issuance according to policy as required.
17. Assists with school construction projects and coordinates school construction grants from the State.

Other Functions:

1. Attends conferences, seminars, and committee meetings as required.
2. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
3. Provides staff assistance to elected and appointed boards as assigned.
4. Manages fixed asset accounting.
5. Maintains appropriate records and files.
6. Documents and monitors compliance with established internal controls.
7. Provide back-up administration of the purchasing card system.
8. Other related duties as assigned.



Education & Experience:

Education:

A Bachelor's Degree with major course work in finance or public administration.

Experience:

Three years of experience in finance performing general accounting, payroll and treasury related activities. At least one year of experience directly or indirectly supervising staff.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities :

This position requires the following knowledge:

- Advanced knowledge in several areas of finance including, general accounting, payroll, collections, assessments, and budget.
- Advanced knowledge of general laws and administrative policies governing municipal financial practices and procedures.
- Advanced knowledge of the principles and practices of governmental accounting.
- General knowledge of principles and practices of purchasing systems.
- General knowledge of practices, methods and laws relating to municipal bond financing.
- General knowledge of office administration practices and procedures.
- General knowledge of and ability to learn and use computer software systems.
- General knowledge of the MS Office Suite.

This position requires the following skills:

- General administrative skills in the areas of reading and applying policy to a variety of situations.
- Well-developed analytical skills.

This position requires the ability to:

- Plan, organize, direct and evaluate the work of staff.
- Prepare and analyze reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing financial issues.



- Manage various computer applications including Excel and Word.

Licenses & Certifications:

Certified Government Financial Manager (CGFM) from the Association of Government Accountants, or Certified Public Finance Officer's (CPFO) from the Government Finance Officers Association, or Certified Public Accountant (CPA) is preferred and at least one professional designation must be obtained in order to move into the Assistant Director of Finance position.

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work-week in order to attend various commission, board and council meetings will be required.
- A thorough background check, including a credit check.



Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Stand		X		
Walk		X		
Sit				X
Speak or hear				X
Use hands to finger, feel, type or text				X
Climb or balance		X		
Stoop, kneel, crouch or crawl	X			
Reach with hands and arms		X		
Taste or smell	X			
Push or pull		X		
Repetitive motions				X
Driving (including driver's license)		X		
<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



<i>Environmental Conditions</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts	X			
Work in high places	X			
Risk of electrical shock	X			
Risk of radiation	X			
Work in extreme weather conditions	X			
Exposure to blood or other body fluids	X			
Exposure to hazardous chemicals	X			

<i>Special Vision Requirements</i>			
X	Close vision	X	Distance vision
	Color vision	X	Peripheral vision
X	Depth perception	X	Ability to adjust focus

<i>Noise Level in the Environment</i>			
	Very quiet	X	Quiet
	Moderate noise		Loud noise
	Very loud noise		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.

