

RiverCom 911

Job Description: Financial Manager



Division:	Administration
Reports To:	Executive Director
Supervises:	Financial Accounting personnel as assigned
FLSA Status:	Fulltime, FLSA Exempt
Date:	September 2021

PURPOSE:

RiverCom is a multi-jurisdictional designated Public Safety Answering Point (PSAP) that provides emergency call-taking and dispatch services for law enforcement, fire districts and departments, public and private ambulance services in Chelan and Douglas counties.

The Financial Manager is a fulltime, FLSA exempt, at will position who reports to the Executive Director. The Financial Manager is responsible for the management, planning, development, oversight, coordination, implementation, and delivery of financial and accounting services for the organization. The key role of the position is to support operations as pertaining to overall finance and accounting. A primary duty of the Financial Manager is to provide oversight, monitor, and report on the organization's financial status and ensure good stewardship of the organization's resources and property.

Work is performed with minimal supervision subject to direction of the Executive Director. The position works independently using a significant level of discretion in the performance of work. The Financial Manager carries out duties of the position and performs work in a professional, responsible, trustworthy, and confidential manner.

KEY AREAS OF RESPONSIBILITY AND ESSENTIAL JOB FUNCTIONS:

The key areas of responsibility and essential job functions of the Financial Manager includes, but is not limited to, effective and successful work performance in the following areas:

- Provides leadership and manages the full range of short- and long-term financial and accounting functions, programs, systems, and activities
- Directs, manages, and supervises the work of all accounting activities including payroll, accounts receivable, and accounts payable
- Monitors the day-to-day financial operations of the organization; performs various audits, checks, inter-governmental transfers, and reconciliations
- Develops and prepares financial statements and reports, cost analysis, forecasts, cash flow analysis, financial recommendations, resolutions, wage scales, compensation and benefit estimates and projections
- Serves as the auditing officer of the organization; certifies all claims and payments made against the organization's fund and/or accounts
- Manages and coordinates investment transactions subject to Executive Director and Board direction
- Makes financial policy recommendations; researches, develops, and prepares written policy pertaining to scope of responsibility; works to ensure policies are consistent with applicable laws, regulations, and standards
- Prepares reports, documents, and analysis of monthly, and annual projected financial activity to provide advice and guidance to executive management for financial planning

- Develops, establishes, and maintains standard operating procedures for primary financial and accounting processes; prepares contingency plans for continuity of essential financial operations
- Works with personnel on an ongoing basis to communicate and coordinate budget development, projects and purchasing requests; project analysis, validation of plans, and ad-hoc requests; as needed, assists other personnel with development, coordination, and preparation of budget requests
- Effectively coordinates work with the Executive Director; maintains ongoing proactive communication and keeps Executive Director timely informed and up-to-date on important and emergent matters; provides regular and timely status reports
- Serve as an integral part of the management team; supports and upholds the priorities, goals, objectives, strategies, services, and programs set by the Executive Director
- Serves on the management team for collective bargaining negotiations; researches, plans, develops, and prepares financial work for collective bargaining activities
- Provides effective leadership and management of personnel assigned to financial accounting. Effectively directs and delegates work; prepares and delivers timely supervision, coordination, coaching, feedback, disciplinary action, and evaluations to assigned personnel
- Serves as a liaison with Douglas County Auditor's Office, Treasurer's Office, the Washington State Auditor's Office, other county and city agencies, user agencies, and others regarding the organization's financial and accounting duties
- Provides clarification and interpretation of laws, policies, procedures, collective bargaining agreements to maintain efficient, effective, and consistent working relationships and operations
- Maintains excellent records management systems; maintains work in a way that meets applicable public records laws and requirements
- Works with Executive Director and management labor attorney to provide cost analysis of management and union proposals and counter proposals
- Other duties and projects as assigned

General

- Coordinates work assignments with other personnel; delegates work as is appropriate
- Makes informed, sound, and timely decisions to ensure efficiency and workflow across the organization
- Conducts work in a positive, respectful, courteous, and cooperative manner
- Completes work under stressful conditions, under pressure, within fixed timeframes, and meets time deadlines
- Performs work in a highly confidential, trustworthy, and ethical manner; ability to apply a high degree of discretion in the performance of work
- Demonstrates professionalism, confidence, and poise in the performance and delivery of work
- Performs and delivers work that is accurate, detail-oriented, thorough, and complete
- Conducts work in a way that is accessible, transparent, understandable, and informative to others
- Troubleshoots and resolves issues and effectively solves problems within scope of responsibility
- Attends and participates in meetings and committees as assigned; represents the best interests of the organization and the Executive Director when attending and participating in meetings
- May be required to respond to emergent issues that arise during non-working hours
- Other duties and projects as assigned

Education, Training, and Professional Development

This position requires a commitment to learning, training, and professional development regarding scope of responsibilities.

- Willingness and initiative to complete training to further knowledge, understanding, abilities, and skills related to scope of responsibility; takes initiative and executes training initiatives to successful completion
- Attends meetings, forums, conferences, and workshops to maintain knowledge and successfully perform scope of responsibilities
- Develops and prepares professional development and training plans for position and for assigned subordinates

REQUIRED KNOWLEDGE, SKILLS, AND CHARACTERISTICS (AS PART OF ESSENTIAL FUNCTIONS):

The Financial Manager is required to possess and maintain a high level of knowledge, skill, and proficiency in the following areas to successfully carry-out the functions and duties of the position.

Areas of Knowledge

- Budget control and public sector financial management standards including Governmental Accounting Standards Board (GASB) Pronouncements, Generally Accepted Accounting Principles (GAAP), Governmental Audit Standards, Washington State Budgeting, Accounting and Reporting System (BARS), Office of Management and Budget Circulars, and other applicable Federal, State, and local laws as well as Federal Grant Guidelines and Regulations
- Principles, practices, and techniques of public administration; planning, organizing, directing, coordinating, and controlling of government operations
- Very strong math and accounting skills
- Principles and practices of government finance and cash accounting
- Principles and practices of budget preparation, presentation, control, and monitoring
- Principles and practices of supervision, training, and performance evaluation
- Principles and practices of project management, including research, analysis, and development
- Strong understanding of payroll administration, preparation, systems, processes, reporting requirements and employee benefit programs
- Purchasing and procurement
- Inventory and capital assets management
- Understanding of collective bargaining process and working with Executive Director and management labor attorney when negotiations are on going
- Records management, public records laws and practices
- Understanding and proficiency in Word and Excel Microsoft Office applications
- Other knowledge, skills and characteristics as determined by the Executive Director and others in management positions

REQUIRED QUALIFICATIONS:

- Ability to communicate fluently in English, both verbally and in writing
- United States citizenship or Permanent Resident Card
- Valid Driver's License issued by current State of residence
- Bachelor's degree in business, public administration, accounting and/or a closely related field
- Five years (5) years of progressively responsible professional-level experience in public and government accounting, public-safety communications, including three (3) years of administrative, accounting and managerial responsibilities;
- Any combination of education or experience that provides the appropriate level of knowledge, skill, and ability to successfully perform the job
- Must be free of illegal and addictive substances for at least three (3) years prior to the date of application and for the entire term of employment; must remain free of other substances which might impair cognitive skills, driving ability, or ability to safely operate equipment during work
- Must successfully complete and pass a credit check, thorough background investigation, polygraph examination, and health and drug screening

- Required to meet the traveling requirements of the position and to maintain a valid Washington State Driver's License and the amount of auto insurance required by Washington State law throughout the term of employment
- Must be bondable and insurable as regards any and all fiscal and accounting activities
- Other qualifications as determined by management

PHYSICAL, SENSORY AND MENTAL DEMANDS:

The position must be able to perform essential functions and job tasks with or without reasonable accommodation.

- Light lifting, carrying and pushing objects weighing up to 30 pounds
- Dexterity of hands and fingers to operate specialized communications and office equipment
- Hearing and visual acuity to successfully use equipment to perform job duties and tasks
- Sitting for extended period of time viewing a computer monitor
- Seeing to read and comprehend complex written materials
- Hearing and speaking to exchange information in person and on the telephone and social media or video-conference platforms
- Driving a vehicle to various locations, including overnight stays, to attend various national, state, regional, and local meetings, conferences, events, and activities
- Other physical, sensory and mental requirements as determined by management

The statements contained herein reflect general details describing the primary functions of this job, the level of knowledge and skills typically required, and the scope of responsibility required to fulfill the basic functions of the job. This job description is not an all-inclusive list of work requirements. Management has the right to modify this job description as determined to be necessary from time to time. This job description does not constitute a written or implied contract of employment. Employment is at will and at the sole discretion of the Executive Director.