



Effective: July 1, 2021
City of Sweet Home
FLSA Non-Exempt
Non-Represented

FINANCE OPERATIONS MANAGER

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

A. SUMMARY:

This position performs complex accounting functions with an emphasis on business systems integration and optimization, process improvement, and data analysis. Oversees technical processes, tasks and operations in the Finance Department. Processes monthly payroll and performs all related functions and/or works on budget, audit, general ledger maintenance and utility billing management.

B. SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the direction of the Finance Director, or his/her designee, who reviews work on the basis of results obtained. The Finance Operations Manager supervises an Accounts Receivable Technician and an Accounts Payable & Fixed Assets Technician. The incumbent must review, and monitor work submitted by others.

C. EXAMPLES OF DUTIES:

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Creates solutions that integrate and optimize city information systems. Creates business processes to synchronize and reconcile data sets between multiple data systems; designs and manages data and software conversions; performs data exports for audit, troubleshooting, and root cause analysis; automates manual processes, tasks and procedures.
2. Processes employee payroll and maintains payroll records. Calculates, corrects, and distributes payroll checks, transmittals and direct deposit vouchers; reviews and audits time keeping records; ensures compliance with union contracts, Federal and State laws and City policies and procedures; calculates paid leave accruals.
3. Calculates and records payroll deductions for group health insurance premiums, Federal and State taxes, voluntary and involuntary deductions, and other benefits. Reviews and reconciles payroll reports and transmittal invoices and makes corrections as needed. Calculates garnishments and levies in accordance with State and Federal law, and in compliance with Court orders.

4. Prepares and reconciles payroll related reports (941s, W-2s, etc.) and submits tax deposits, forms and reports in accordance with IRS regulations and state law.
5. Reconciles monthly benefits premium invoice statements; updates and maintains member accounts in PERS system and completes monthly PERS reporting.
6. Tracks and provides reporting for FMLA, OFLA and OMFLA leave of absence eligibility and usage; calculates average weekly wage for workers compensation, unemployment and employment verification and other reports as needed.
7. Performs General Ledger month end closing procedures, including close out of Utility Billing and Accounts Payable systems.
8. Manages the City's utility lien process.
9. Oversees the integrity of the utility billing database.
10. Completes various financial analysis and reporting projects as assigned.
11. Maintains safeguards around confidential and/or sensitive files and documents.
12. Maintains cooperative working relationship with staff, other organizations, and the public.
13. Follows all safety rules and procedures for work areas; maintains work areas in a clean and orderly manner.
14. May provide assistance to other department personnel as workload and staffing levels dictate.
15. Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
16. Provides passport services.
17. Represents the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
18. Assists other staff in the performance of their duties as assigned and performs other duties, or serves as a member of various city committees, as assigned by supervisor.
19. Arrives to work, meetings and other work-related functions on time and maintains regular job attendance

D. WORK ENVIRONMENT/PHYSICAL DEMANDS:

Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
2. Work is performed in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
3. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.
4. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards, calculator and telephones.
5. The noise level in the work environment is usually quiet to moderate.

E. ADDITIONAL POSITION REQUIREMENTS:

Ability To

1. Work independently and in a fast-paced environment.
2. Anticipate work needs and interact professionally with customers.
3. Interact with agitated community members in a productive, objective and equitable manner.
4. Consistently meets required deadlines.
5. Apply common sense understanding to carry out instruction furnished in written, oral or diagram form.
6. Communicate effectively and professionally with diverse audiences, including the public, the City Council, and City staff at all levels.
7. Form efficient and effective working relationships with other employees and the public.
8. Work in a busy environment with multiple activities and customers.
9. Be at work on time and ready to work physically and mentally. Be available for work. Give a full day's work.
10. Respond in a positive manner to directions.
11. Learn present jobs as well as new jobs within the scope of the position. Adjust to change.
12. Get along with others.
13. Learn, know, and follows the rules, policies, practices, and procedures of the department.

Required Knowledge and Skills

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment.

License and Certificate

Oregon Driver's License with good driving record required for use of City vehicle.

Experience and Education

High school diploma or equivalent required and three years of related experience. Experience with accounts payable preferred; or

Associates Degree from accredited college or university with major coursework in accounting, billing, business administration or related field and one year of related experience. Experienced with accounts payable preferred.