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| <b>CITY OF CEDAR RAPIDS<br/>POSITION PROFILE</b>          | <b>JOB CODE #/TITLE:</b> NB500<br>Finance Business Manager |
| <b>POSITION #/TITLE:</b> 2699<br>Finance Business Manager | <b>Adopted:</b> 06-13                                      |
|   | <b>Revised:</b> 10-15                                      |

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| <b>POSITION DESCRIPTION</b> |
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| <b>Dept /Division:</b> Finance-Administrative Services/Finance Operations        | <b>Manager Level:</b> Manager   |
| <b>Salary Plan/Description:</b><br>NBU/Non-Bargaining Unit                       | <b>Salary Grade:</b> 17   |
| <b>Reports To Position #/Job Code #/JC Title:</b><br>2406/NB354/Finance Director | <b>Dotted-line Reports To Position #/Job Code #/JC Title:</b> 2667/NB017/Assistant Finance Director |
| <b>FLSA Status:</b><br>Exempt  | <b>City Overtime Status (Employee Type):</b><br>Exempt (Salaried)                                   |
| <b>Physical Demand Rating:</b> Sedentary   | <b>Work Environment:</b> Controlled   |
| <b>Pre-employment Testing:</b> Drug and health screening after contingent offer. | <b>Position Testing:</b> Standard and Advanced Excel, Standard Word and Access                      |
| <b>Personal Protective Equipment:</b> None                                       |   |

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| <b>General Statement of Duties</b> |
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Manages and coordinates the divisions of General Accounting, Payroll, Accounts Payable, Accounts Receivable, and Treasury operations of the Finance Department; performs related work as required.

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| <b>Distinguishing Features of the Class</b> |
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in the supervisory classifications within the Finance Operations division, Accounting System Specialist and Customer Service Representative I.

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| <b>Examples of Essential Work (Illustrative Only)</b> |
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Manages and coordinates the operations of the following divisions in the Finance Department: accounts payable, accounts receivable, general accounting, treasury and payroll operations. Understands, evaluates, plans, develops and implements Standard Operating Procedures and business processes with assistance and direction provided by the Assistant Finance Director; Maintains communication with Assistant Finance Director to assess department operational needs; Creates and implements management reports; Oversees the preparation and electronic transmittal of 1099 process; Monitors and verifies completion of work product in accordance with Finance due dates; Assumes the supervisory duties of staff as well as business processes for the Program Manager for the areas of General Accounting, Payroll, Accounts Payable, Accounts Receivable, and Treasury during the absence of those areas Program Managers; Develops an understanding of assigned areas of responsibility and implements efficiencies in those areas; Creates a supportive working relationship inter and intra-departmentally; Responsible for accessing financial and payroll systems and developing future implementation system timelines that will meet the needs of the City;

Oversees, monitors, and performs related duties as required for the financial and payroll system with other City and external systems;  
Oversee financial system implementation including creating request for proposal, evaluating proposals, developing implementation timeline, and implementing financial system;  
May serve as back up to Assistant Finance Director;  
Attends meetings, conferences and workshops as requested and authorized;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Thorough knowledge of Generally Accepted Accounting Principles, Payroll Administration and Governmental Accounting Principles;  
Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures;  
Thorough knowledge of the principles and practices of governmental accounting;  
Thorough knowledge of good business practices;  
Thorough knowledge of internal auditing procedures used in City Government;  
Thorough knowledge of software applications for financial operations;  
Good knowledge of the structure and procedures involved in various departments and divisions within City government;  
Ability to manage, coordinate and evaluate the work of others;  
Ability in persuasion and negotiations;  
Ability in organization development, team building, and group processes;  
Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records;  
Ability to prepare informative financial reports;  
Ability to assist in setting goals and objectives;  
Ability to perform financial analysis;  
Ability to prepare accurate and reliable reports containing clear and concise explanation of financial findings;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, or a closely related field; and  
Considerable experience with information technology to include Enterprise Software; and  
Considerable experience in financial business applications/programs and procedures; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

None

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related materials in both electronic and hard copy form;

Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;

Sufficient personal mobility, which permits the employee to visit various and other work stations in the City.

