City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Finance Manager</th>
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<td>Job Code:</td>
<td>GCFM</td>
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<td>Pay Grade:</td>
<td>23</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>2/11/2022</td>
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**General Summary:** This position is responsible for managing and leading the delivery of financial and operating services of multiple programs within the City’s Finance Department, including but not limited to financial management and compliance activities related to state and federal grants; annual financial reporting in accordance with generally accepted accounting principles and state statutes; accounts receivable, cash receipts and fixed asset management.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Supervises and directs the activities of multiple financial and budgetary programs including cash receipts, accounts receivable, fixed asset inventory management, and assessments.
- Plans, coordinates and administers the preparation of the annual financial operating reports and reviews the Annual Financial Report prior to being submitted to the independent auditors.
- Serves as lead liaison with independent auditors.
- Compiles, analyzes and reviews prepared reports, journal entries, business documentation and other financial information for accuracy and compliance with prescribed financial standards, laws and regulations.
- Directs and maintains controls over the City’s general and subsidiary ledgers and financial systems for asset management. Creates and monitors a fixed asset system of controls, procedures, and forms for the recording of fixed assets. Fixed assets include land, buildings, equipment, and infrastructure.
- Ensures all manuals and guidance documents are accurate and current and comply with applicable regulations and best practices as it relates to asset management.
- Uses generally accepted accounting practices (GAAP) to record and track all transactions related to the City’s assets to include recording depreciation.
- Ensures timely physical inventories to validate accuracy of fixed asset records and compliance with federal grants.
- Oversees the preparation and communication of various reports detailing the City’s financial position, results from operations and budgetary performance including the Annual Financial Report and related financial statements; apply financial, statistical and accounting principles to the preparation and analysis of financial reports.
- Ensures compliance with executive orders, resolutions, ordinances, and state and federal laws including the GASB statements.
- Furnishes management with timely and accurate financial statements, financial trends, analyses of revenue, and other management reports.
- Coordinates the application process for all grants to ensure proper approvals by the City Council prior to application submittal.
- Ensures and documents compliance with all grant requirements.
- Performs routine and specialized computer-based accounting and financial activities for the tracking and recording of grant revenues and expenditures.
• Prepares monthly, quarterly and year-end reports for City departments and as required by state and federal grant provisions.
• Analyzes and evaluates contract and grant budgets for correct calculation of expenditure categories to include but not limited to salaries, percent of effort, indirect costs, materials and equipment.
• Monitors sub-grantee activity.
• Reviews financial documents for compliance with federal, state and local laws and City Council Authorization.
• Establishes and monitors written accounting and internal controls and procedures as it relates to grants, accounts receivable, cash receipts and fixed asset management.
• Provides user assistance and instruction in property accounting and financial procedures.
• Supports and provides guidance to elected officials, Department Directors, employees and the general public regarding various financial matters.
• Represents the Finance department at various internal and external meetings providing financial information and direction as necessary.
  Manages staff by interviewing, hiring and training employees; planning, assigning and directing work; appraisal performance; rewarding/disciplining employees; addressing complaints and resolving problems.

Qualifications:

Education and/or Experience:

Bachelor’s degree from accredited four-year college or university in Business, Finance, Accounting, Public Administration, or closely related field and five (5) years directly related experience in governmental or non-profit financial reporting, federal grant administration and fixed assets; to include two years’ experience supervising major accounting functions. Must possess working knowledge of Generally Accepted Accounting Principles (GAAP).

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Certified Public Accountant (CPA) certificate with experience in public sector highly desired.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and the majority of the work is performed indoors in an office setting.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.