



Finance Manager

FLSA Designation: Non-Exempt

Pay Grade:

The Finance Manager is responsible for a wide variety of administrative, financial, and management functions within the Finance Department. This role is a mid-level management role at the City of Ketchum and performs all tasks under the direction of the Director of Finance. This position is critical to the functionality of the department and is an ambassador for the City of Ketchum and our work.

Essential Functions

- Act as a budget advisor and resource to city departments including the identification and development of reporting specifically tailored per departmental needs.
- Operate as a customer service liaison to external finance customers including business licensing and business tax in coordination with the Business License and Tax Specialist.
- Assist with business license and tax compliance, including program development and drafting agreements with legal assistance to ensure proper collections and financial management.
- Assist in the management of the city's financial system including the administration of user setup and user rights.
- Foster a continuous improvement environment by identifying potential opportunities to eliminate duplicative efforts or to streamline and create efficiencies and automation.
- Performs advanced professional financial, budgetary and accounting functions of the City Finance Department including development, implementation, monitoring and coordination of the City's annual capital and operating budgets, gathers, analyzes and presents critical financial budgetary information.
- Assists in the planning and forecasting for fiscal year and long-range financial planning, reviews and analyzes budget variances to ensure City expenditures fall within the guidelines of appropriation limits and within procurement guidelines.
- Provides redundancy on all accounts payable and accounts receivable tasks as deemed necessary by the Director of Finance.
- Provides staff assistance for special projects.
- Prepares a variety of studies, reports and related information for decision making purposes;
- Works with all various office software daily, including Microsoft Word, Excel, Outlook, and Caselle;

- Participates as a team member on professional planning and City projects;
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Requirements

- Ability to communicate with the public and governmental officials;
- Excellent customer relations and teamwork skills;
- Ability to work independently and self-initiate workflows;
- Strong project management skills and ability to prioritize tasks in a fast-paced environment;
- Working knowledge of modern office practices and procedures; grammar, punctuation, English, etc.;
- Experience and proficiency with various computer programs.

Acceptable Experience and Training

- Bachelor's degree in finance, economics, accounting or related field;
- 3 years' experience or comparable background/education in the public sector with emphasis on the above duties;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.
- Knowledge of financial ERP systems, data mining tools, techniques and methods used in financial analysis and sound business practices;
- Knowledge of governmental budgeting practices and Idaho state statutes;
- Advanced grasp of Microsoft Excel

Licenses and Other Requirements

- Public notary certification optional;
- Applicants must be able to pass a background check.

Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand verbal instructions and to communicate effectively;
- Sufficient visual acuity which permits the employee to perform the above duties;
- Sufficient manual dexterity to perform office functions and operate office equipment;
- Sufficient physical ability to perform the above duties;

- While performing the duties of this job the employee will occasionally need to lift, carry, push or pull up to 30 pounds;
- Jobs in this class require performing repetitive hand movements and will require sitting, standing and walking;
- The physical effort characteristics and working environment 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.