

FINANCE & PERFORMANCE AUDIT MANAGER

JOB SUMMARY

Operating as a key member of the Authority's management team, the Finance & Performance Audit Manager ensures all Authority funds are properly managed and accounted for and assists the Executive Director with performance auditing and measurement. Working under the direction of the Executive Director, plans, organizes, and manages the Authority's finance functions, including accounting, purchasing, accounts payable and receivable, payroll, budgeting, cash management, fixed assets, investments, and financial reporting. In collaboration with the Executive Director, develops and monitors performance metrics for the Authority and recommends and implements strategies for measuring and enhancing organizational effectiveness. Performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Performs and supervises payroll, purchasing, accounts receivable and payable, and general ledger accounting duties, including supervision, review and approval of all disbursements in compliance with all state and federal procedures and reporting to ensure all Authority funds are properly accounted for.
- Supervises assigned staff, completes performance evaluations, provides guidance and training, and implements coaching, counseling or discipline, as required.
- Prepares all accounting reports for management, the Executive Committee, and the Board of Directors.
- Provides financial information in response to requests from management staff and elected and appointed officials.
- Prepares bank reconciliations and maintains the treasurer's ledger.
- Oversees the Authority's investments and investment policy.
- Reviews or prepares reports to be filed with Federal, State, and local agencies.
- Oversees grants administration and grants reporting.
- Assists auditors in the annual preparation and review of accounting records and statements.
- Reviews financial processes for internal controls; makes recommendations to the Executive Director for improvements or changes where necessary.
- Coordinates all aspects of the Authority's annual budget including forecasting, recommending annual revenue and expenditure levels for departments, and work plan development and evaluation.
- Analyzes and solves administrative and budget problems.
- Acts as a resource for management on budget issues and concerns.
- Develops, implements and administers various budget and financial related projects.
- Performs a variety of financial and organizational analysis functions including: computer input and report writing, spreadsheet use and analysis, and computation of statistics.
- Coordinates and assists the development of department work plans, goals and objectives, and staffing issues for budget consideration.

- Conducts management, process and organizational studies including but not limited to workflow analyses, revenue and expense forecasting, organizational structure and alignment, process re-engineering, and long range planning.
- Develops, implements and administers management projects and programs; assists Executive Director with administrative and management duties as directed.
- Develops workload and performance measures and metrics for use and analysis in organizational reviews.
- Conducts research and performs internal management audit reviews, as directed by the Executive Director.
- Assists with contracts administration, as directed by the Executive Director.
- Supervises consultants on various projects as required.
- Prepares, improves, and oversees implementation of internal policies and procedures as directed by the Executive Director.
- Presents financial, budget, and internal audit information and recommendations to management, the Executive Committee, and the Board of Directors.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- A bachelor's degree from an accredited college or university, preferably with concentration in accounting and/or finance. CPA or Certification as a Public Finance Officer from GFOA is desirable.

EXPERIENCE:

- Five years of increasingly responsible experience in accounting or finance with at least two years as a manager or as a supervisor, preferably in a governmental agency.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Principles and practices of public and business administration.
- Generally accepted accounting principles (GAAP) and standard practices, including applicable guidelines and practices as issued by the Government Accounting Standards Board (GASB), Government Finance Officers Association (GFOA), and similar organizations.
- Fund accounting.
- Principles and practices of governmental budgeting, investments, statistics, and auditing.
- Payroll, accounts payable, accounts receivable, purchasing, and cash management reporting practices.
- Internal control methods and practices as related to finance operations.
- Methods and practices of intergovernmental billing.
- Computerized financial systems.

- Supervisory principles, practices and techniques.
- Applicable Federal, State and local laws and regulations.

SKILL IN:

- Using a personal computer and applicable software applications, including word processing, spreadsheets, and presentation software.
- Reading, writing and communicating at an appropriate level.

ABILITY TO:

- Plan, organize, and execute all accounting, budgeting, and financial reporting functions.
- Oversee and process payroll, accounts receivable, and accounts payable invoices and checks.
- Prepare financial statements and complete required reporting, including quarterly reports for the Internal Revenue Service and the Employment Development Department and year-end payroll reports including W2's and 1094C and 1095C reporting for the Affordable Care Act.
- Prepare clear and concise reports for the Executive Director, Executive Committee, and Board of Directors.
- Communicate clearly and effectively both orally and in writing, including making presentations and speaking in a public setting and before the Executive Committee and Board of Directors.
- Demonstrate proficiency in computer-based financial management system.
- Operate a variety of office equipment.
- Maintain an effective working relationship with Authority staff and auditors.
- Effectively supervise Authority employees and oversee outside contractors and consultants.
- Provide excellent customer service to Authority members, clients, and constituents.
- Perform complex financial, statistical analysis using Excel and computerized financial management systems.
- Effectively identify appropriate performance metrics.
- Conduct organization studies and make appropriate recommendations for process improvement and reengineering, workflow analyses, and management audits.
- Stay abreast of new GASB pronouncements and other related accounting and finance rules, regulations, and guidelines.