



Kitsap 911 Class Specification

Title: FINANCE MANAGER

Reports to: Kitsap 911 Executive Director

Provides Direction to: Administrative Specialists

General Description

The Finance Manager oversees and manages complex budget, accounting, finance, and payroll functions for all facets of Kitsap 911 operations.

The Finance Manager is a key member of the Kitsap 911 Management team, who identifies workplace and employee related issues and assists with developing contract negotiation strategies and positions. The Finance Manager briefs the Executive Director and the Kitsap 911 governing board as needed on all finance and budgetary matters. The successful candidate will demonstrate professional expertise in budget and finance, as well as exemplary judgement in developing, planning, coordinating, and implementing budget and fiscal operations that meet Kitsap 911 needs and priorities. This position requires the ability to work independently and with a great deal of latitude when making decisions that have agency-wide impact.

Expectations and Examples of Duties:

This job description reflects the general concept and intent of the classification of Finance Manager and should not be construed as a detailed statement of all work requirements that may be inherent in the position:

- Plans, organizes, coordinates and directs financial planning and administration of Kitsap 911, including reviewing all financial transactions and controlling appropriate fund expenditures, analyzes financial statements and cash flow including current and anticipated revenue.
- Ensures compliance with standard accounting practices and fiscal procedures as proscribed by the Washington State Budget Accounting and Reporting System (BARS) Manual.
- Monitors applicable Governmental Accounting Standards Board (GASB) pronouncements (statements, interpretations, and bulletins).
- Identifies and resolves accounting and financial management control issues and establishes strong financial internal control systems.
- Is proficient with the Microsoft Office standard suite, including intermediate or higher level Excel skills.
- Compiles data and prepares reports on financial/fiscal activities.
- Establishes and enforces financial, procurement, and payroll procedures and methods, and monitors compliance with applicable legal requirements.

- In close coordination with the Executive Director, plans, coordinates and prepares the agency's annual budget consistent with governing board direction,. Provides general direction for the budget process including long and short-range revenue and expenditure forecasts, capital budgets and organizational and program budgets.
- Monitors cash position and buys or sells investments in the Kitsap County investment pool as necessary.
- Prepares the Annual Financial Report as required by the Washington State BARS manual and coordinates the annual audit performed by the Washington State Auditor's office.
- Maintains and assists with preparing vendor user agreements with member agencies and manages timely billing and collection of fees, as well as contract development.
- Performs bank reconciliations and other accounting functions such as general ledger entries, account analysis, and adjustments.
- Processes all aspects of payroll, including Fair Labor Standards Act (FLSA) timekeeping compliance, and payment of required payroll taxes and insurance.
- Implements strategies to improve both individual and unit productivity and efficiency.
- Communicates effectively with staff at all levels of the organization, and maintains collegial, productive working relationships with all staff.
- Works in a highly organized manner, demonstrates an ability to meet deadlines and adhere to reporting timelines.
- Other duties as assigned.

Working Environment/Physical Requirements:

Work generally takes place in an indoor climate-controlled environment. The position requires the ability to:

- Sit for extended periods
- Use repetitive motions while entering information using a keyboard
- Have vision, depth perception, and peripheral vision sufficient to read computer screen data.
- Exert force of 10 pounds occasionally, and push, carry, pull and lift up to 15 pounds occasionally.
- Grasp and handle documents and paper.
- Speak and hear sufficiently to communicate in English effectively and respond appropriately in person and over the phone.
- During emergencies or special projects, this position may be required to work extended hours to complete work, attend meetings, or answer questions either in person or by phone.
- Walk short distances frequently.
- Tolerate exposure to computer monitor and frequent interruptions, as well as normal office noise.

Minimum Qualifications:

The Finance Manager must:

- Possess and maintain a valid Washington State Driver's License
- Possess a ready and dependable means of transportation
- Successfully pass each part of a multi-phase pre-employment examination, which **may** include medical/fitness, drug test, and psychological examinations as well as a criminal background check that includes a national fingerprint check through law enforcement.
- Submit official transcripts or diploma from an accredited school, or proof of completion of specific training, education, or certification if education if the job requires specific certification(s).
- Demonstrate initiative and good judgement
- Skillfully navigate and manage multiple simultaneous projects

Education and Experience:

Bachelor's degree or higher in accounting, finance, business or public administration, or related field AND three (3) years related experience budget preparation and management, accounting, auditing, or closely related field; ; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

Desirable, but not required:

- Certified Public Accountant, Certified Managerial Accountant, Certified Public Finance Officer (GFOA) or Certified Governmental Financial Manager (AGA)
- Governmental accounting and financial management experience
- Washington State BARS experience

The Finance Manager is:

- Classified as exempt under the Fair Labor Standards Act (FLSA), and is not eligible for overtime.
- Position is considered an At Will Employee.
- Additional education, licenses, certifications and other requirements necessary to meet Kitsap 911's business needs may be required at the time of recruitment. If so, these requirements will be specifically stated in the job posting.

Kitsap 911 is an Equal Opportunity Employer. (CALEA 4.1.4c)