



TCOMM 911

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THURSTON 9-1-1 COMMUNICATIONS

Financial Manager

Classification Specification 9027

Department: Administration
Pay Plan/FLSA Status: MTP/Exempt
Reports to: Executive Director
Supervises: None

GENERAL DESCRIPTION

The Financial Manager is responsible for a variety of complex, technical and analytical tasks in support of internal financial services for the agency. This position performs and manages a variety of accounting functions, including grants, accounts payable, accounts receivable, payroll, budget and reporting issues, financial systems planning and reporting development, and financial policies and procedures.

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

ESSENTIAL JOB FUNCTIONS

Responsible for all accounting functions of the agency to include budget preparation, grants management, payroll, accounts payable/purchasing, fixed asset accountability and cash receipting, accounts receivable, and business licensing and IRS and non-profit compliance in accordance with state and federal regulations, Budget, Accounting and Reporting System (BARS), TCOMM policy and other standards.

Identifies and resolves accounting and financial management control issues and establishes systems of financial internal control.

Maintains financial system integrity and financial audits and statements; processes and maintains bank reconciliations and other general accounting functions such as general ledger entries, account analysis, amortization and adjustment, preparation of debt schedule, financial forecasts and reports; and budget classifications accuracy.

Prepares, analyzes, and assists in the interpretation of financial statements.

Processes invoices, warrants, payments, leases, and fee collections. Processes payment of quarterly and annual excise taxes.

Processes all aspects of payroll, including compliance with Fair Labor Standards Act (FLSA) time-keeping and payment of required quarterly and annual payroll taxes and insurance.

Oversees the development, implementation, and operation of accounting systems, standards, and procedures; internal checks and controls; financial research and analysis; and the production and interpretation of financial statements and reports;

Conducts complex financial and trend analyses, interprets data and provides recommendations and schedules for major accounting functions, such as long-term debt.

Coordinates, plans, and provides information for the annual State audit and attests to validity of the information provided.

Coordinates and maintains site and services contracts, ensuring all contracts are current and in compliance with insurance requirements.

Serves as primary contact for risk management, including insurance inquiries and claims processing.

Coordinates, reviews, and validates financial data and other information, and investigates and resolves discrepancies.

Manages or oversees management of the financial aspects of a variety of grants and loans.

Assists in the preparation and administration of the annual budget, monitors performance and compliance, and prepares budget data for the Executive Director and Board of Directors.

In coordination with TCOMM general counsel, develops, monitors, and ensures compliance with all TCOMM financial policies and procedures.

Performs other duties as assigned.

WORKING CONDITIONS

Work is performed in an office environment. Lifting of records and reports may be required, usually not in excess of 50 lbs.

QUALIFICATIONS

Bachelor's Degree in Accounting, Finance or Business Administration. Coursework must have included college-level commercial and/or governmental accounting courses. Additional related experience may be substituted for education on a year for year basis.

Must have a minimum of five years progressively responsible experience in non-profit or public entity accounting.

Must have the ability to proficiently utilize a personal computer and appropriate software to successfully perform essential functions of the position.

Must have a Washington State Driver's License, or have requested and obtained an appropriate accommodation.

DESIRED SKILLS

Advanced and comprehensive working knowledge of Budget, Reporting, and Accounting System, Generally Accepted Accounting Practices, Governmental Accounting Standard Board's pronouncements (statements, interpretations, technical bulletins, and exposure drafts), Financial Accounting Standards Board pronouncements, Generally Accepted Auditing Standards, and other pronouncements of nationally recognized accounting and auditing organizations.

Revised 040521