



## Town of Oro Valley Classification Description

Title: **FINANCE AND BUDGET ADMINISTRATOR**

Department: Finance

Job Code: 1416

Salary Grade: 122

FLSA Status: Exempt

### **POSITION SUMMARY:**

Under administrative direction, supervises, trains and evaluates accounting and budget personnel; reviews and approves the payroll process, accounts payable/purchase order process and transactions recorded to financial records. Manages annual independent audit. Administers the Town's Enterprise Resource Planning System (ERP). Administers the procurement card process and coordinates all electronic financial and banking functions. Manages the annual budgeting process, capital improvements plan process and risk management. Presents complex data to Council & Commissions.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Supervises, trains and evaluates accounting and budget personnel.
- B. Reviews and approves transactions recorded in the Town's finance records including invoices, payroll, purchase orders and journal entries.
- C. Prepares and finalizes Town records for annual financial audit.
- D. Manages the annual independent audit process.
- E. Oversees the annual budget and capital improvement plan processes.
- F. Maintains budgetary controls for the Town.
- G. Performs complex analysis and presents data to Council & Commissions.
- H. Supervises and reviews the reconciliation of Town bank and investment accounts.
- I. Manages payments on Town's outstanding debt and records payments.
- J. Maintains Town's accounting system which includes adding funds, account numbers, project numbers, budgets and end of month/year closings.
- K. Researches and/or analyzes inquiries concerning sales tax, vendor questions, employee and departmental payroll/purchasing and policy and procedure questions.
- L. Performs administrative functions on behalf of the Town's self-insured medical and prescription plan and complies with the Town's HIPAA Privacy Policies and Procedures, especially as it pertains to use and disclosure of Protected Health Information.
- M. Administers the maintenance of existing financial systems and participates in the planning, design and implementation of new systems.
- N. Assists in resolving questions about the Town's financial systems, reports or policies and procedures.
- O. Reviews and directs the preparation and updating of internal financial system user manuals.

- P. Administers the Health Savings Account program.
- Q. Administers the ERP system and MUNIS Employee Self Service.
- R. Coordinates all electronic financial and banking functions, including service to banks, vendors, and citizens.
- S. Prepares monthly financial reports for presentation to Council.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, state and Federal statutes, ordinances, codes, rules and regulations governing public finance and accounting, including GASB pronouncements, GAAFR standards and practices and GAAP guidance.
- Knowledge of supervision principles.
- Knowledge of governmental accounting principles.
- Knowledge of personal computer hardware and software.
- Skill in working within deadlines to complete projects and assignments and prioritizing, adjusting or balancing multiple accounts and/or tasks.
- Skill in supervising, delegating and evaluating work of subordinate staff.
- Skill in maintaining, reviewing and reporting account information.
- Skill in calculating payments.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Skill in ensuring accuracy of all work performed.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Accounting, Finance or related field.
- Five (5) years of progressively responsible experience in accounting or related field, preferably governmental; including five (5) years at a supervisory/management level; OR an equivalent combination of education and experience.

**PREFERRED QUALIFICATIONS:**

- Certified Public Accountant (C.P.A.) license or Master's degree preferred.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.