

**CITY OF STILLWATER  
JOB DESCRIPTION**

TITLE: Finance Operations Manager	DEPARTMENT: Finance
RANGE:	DIVISION: Operations
EFFECTIVE DATE: 1/2018	REVISION DATE:
EXEMPT	

**APPROVALS**

		
Department	Human Resources	City Manager

**PURPOSE OF POSITION:**

Manage and oversee payroll, accounts payable, accounts receivable, and daily banking functions. Supervise, manage, and evaluate work of assigned personnel. This is a self-directed position requiring the ability to interpret and apply complex accounting standards in accordance with generally accepted accounting principles, municipal budgeting standards, and IRS regulations. This position reports directly to the Finance Director.

**ESSENTIAL JOB FUNCTIONS:**

- Supervise, coach, and support clerical staff.
- Manage and review the payroll, accounts payable, accounts receivable, data entry, and daily banking functions.
- Complete payroll reporting and verification.
- Manage payroll software codes.
- Coordinate training for clerical staff.
- Manage the development and presentation of training for financial software end-users across the City.
- Manage and review the following:
  - a) W2s
  - b) 1099s
  - c) Giving statements
  - d) Census reports
  - e) Payroll reports
- Manage and review the preparation of the annual payroll budget.
- Manage compliance with City policies.
- Prepare year-end entries and schedules related to payroll, accounts payable, and accounts receivable.
- Monitor changes with IRS regulations, payroll regulations, and accounting standards and incorporate changes into departmental processes.
- Prepare and deliver presentations to internal and external groups.
- Perform other duties as assigned.

**EDUCATION, TRAINING & EXPERIENCE REQUIRED:**

An equivalent combination of education and experience may be substituted.

- Bachelor's degree in accounting, finance, or closely related field.
- Three years increasingly responsible supervisory experience.
- Three years increasingly responsible accounting experience.
- Three years increasingly responsible payroll experience.

**SPECIAL CERTIFICATES, REGISTRATIONS, AND LICENSES REQUIRED:**

- Valid driver's license. Must obtain Oklahoma driver's license within thirty days of hire.

**SKILLS, KNOWLEDGE & ABILITIES REQUIRED:**

- Organization skills.
- Ability to work independently in the absence of supervision.
- Proficient in work processing software, such as Microsoft Work.
- Proficient in worksheet software, such as Microsoft Excel.
- Ability to communicate clearly and concisely.

**PHYSICAL/MENTAL REQUIREMENTS:**

- Dexterity to operate a keyboard as well as other office equipment necessary in order to accurately perform the essential functions of the position.
- Near visual acuity in posting figures and in transferring information from one source to another; data entry operations, etc.
- Mental acuity for attention to detail and accuracy and numerical ability required for preparation of various reports.

**ENVIRONMENTAL & SAFETY CONCERNS:**

- No known exposure to hazardous conditions.
- General office safety procedures need to be followed.

**JOB LOCATION:**

- Job is to be performed primarily indoors at City Hall and in the various departments located therein and elsewhere in the City as needed.
- Travel as required to attend training and professional development.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_