

**CITY OF STILLWATER  
JOB DESCRIPTION**

TITLE: Finance Reporting and Compliance Manager	DEPARTMENT: Finance
RANGE:	DIVISION: Reporting and Compliance
EFFECTIVE DATE: 1/2018	REVISION DATE:
EXEMPT	

**APPROVALS**

 Department	 Human Resources	 City Manager
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**PURPOSE OF POSITION:**

Manage and oversee the reporting, compliance, audit, budget, debt, capital asset, and investment functions. Supervise, manage, and evaluate work of assigned personnel. Prepare reports and communicate financial information to both internal and external users. 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 other industry standards and regulations. This position reports directly to the Finance Director.

**ESSENTIAL JOB FUNCTIONS:**

- Supervise, coach, and support professional staff.
- Manage the annual financial audit.
- Manage preparation of the Stillwater Utilities Authority annual report and Comprehensive Annual Financial Report.
- Manage the annual budget preparation.
- Manage annual reporting to federal, state, and local stakeholders.
- Manage departmental reporting.
- Manage monthly and annual account reconciliations.
- Manage collateral compliance.
- Manage bond issue and debt issue compliance.
- Manage compliance with City policies.
- Manage rate design and cost of service studies.
- Manage the City's investment program.
- Manage the chart of accounts.
- 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.
- Five years increasingly responsible experience in preparation of financial statements in accordance with generally accepted accounting principles.

**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 word processing software, such as Microsoft Word.
- 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: \_\_\_\_\_