

**Job Title: Financial Services Manager**

**JOB SUMMARY:**

The Financial Services Manager shall be an employee of the city. This is an exempt position in the City. The FSM shall collect or receive revenue and invest funds for the City. The Financial Services Manager is to maintain a general accounting system for the City Government.

**SUPERVISED BY:** City Manager

**POSITIONS SUPERVISED:** None

**REGULAR FULL TIME POSITION – FLSA EXEMPT**

**SUMMARY OF ESSENTIAL DUTIES:**

- Assist City Manager with budget preparation, administration and input.
- Assist auditors with information of data required for audit including preparation of financial statements and other related reports.
- General oversight of the City's financial status including regular monitoring and reporting of revenues and expenditures for all funds to City Manager and Department Heads including drafting amendments and transfers as needed.
- Investing of idle city funds meeting deadlines to obtain maximum yields, monitoring and analyzing trends and providing periodic reports.
- Depositing all city revenue, reconciling and managing all depository accounts and ensuring adequate pledges of all city funds and providing periodic reports as required.
- Monitor and analyze Hotel/Motel revenue, collections, communications and correspondence including audits as needed.
- Ex Officio treasurer for Guymon Utilities Authority, Guymon Industrial Authority, Guymon Airport Authority and the Guymon Housing Authority.
- Attend all City Council meetings.
- Consistently seek to further education and experience by attending OML conferences for treasurers.
- Follow any other job related instructions or duties requested by supervisor.

**WORKING CONDITIONS:**

- Regular attendance is required.
- Must have the ability to work long hours when necessary.
- Work performed in a climate controlled office setting. Most work performed while sitting at a desk.
- Must have dexterity to operate computer keyboard and other office equipment
- Must have the ability to work closely with others.
- Must have ability to deal with irate people.

- Must be effective in relations with the public and officials both elected and appointed.
- Must have ability to deal with a wide variety of utility customers.
- Must be able to interpret written and oral information.
- Must be able to lift up to 35 pounds.

**EXAMPLES OF NON- CORE JOB RESPONSIBILITIES (not all inclusive):**

- Assist with financial accounting and reporting for grants.
- Manage and input fixed assets including physical audit.
- Coordinate with department heads on bids, prepare packets, documents and publication for newspaper.
- Maintain general ledger accounts, draft and post adjustments as needed and approved, input data for budget, accounts payable and general ledger and other related processes.
- Create all invoices for accounts receivable, including any annual leases, transfer station, fire and police runs and other miscellaneous invoices as needed.
- Balance accounts receivable daily.
- Reconcile all depository accounts.
- Reconcile credit card statements.
- Send budget worksheet to department heads prior to budget time and monthly YTD budget reports to same and assist with complete budget process.
- Provide all financial reports to management, departments and other entities as needed.
- Remit accounts to collections and update spreadsheet.
- Receive and process AMS invoices and other miscellaneous invoices for accounts payable.

**QUALIFICATIONS:**

- Must be bondable.
- Must be able to speak, read, write and understand the English language.
- Knowledge of government at state, county, and local level.
- Must have ability to read and understand financial program information.
- Must be proficient in computer skills and Excel.

**EXPERIENCE:**

- Must have ability to plan, organize, control, motivate and coordinate.
- Must have practical experience and extensive knowledge of purchasing, financing, accounting and control.
- Must have skill in applying principles of accounting systems to solve financial problems and deal with a variety of concrete variables and situations where standardization does not always exist.

**EDUCATION:**

- Must have an undergraduate degree in accounting, business administration, or finance.

**DESIRED:**

- Supervisory experience.
- Fund (Governmental) accounting

**COMPENSATION:**

Starting salary \$70,000.00 depending on qualifications of applicant. City provides fringe benefits 401(K), family health, dental, vision and life, paid holidays, vacation and sick leave.

Interested persons should submit a resume' with references to Vicki Wilson, Human Resource Director, 424 N Main Street, Guymon, OK 73942 or e-mail to [vicki.wilson@guymonok.org](mailto:vicki.wilson@guymonok.org).