



City of Wilmer
Serving Our Community

Finance Manager

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\$76,538.38 – \$90,025.52 DOQ

GENERAL PURPOSE: Assists in the day-to-day activities and operations of the City's finance function including accounting, internal review, budget, audit, treasury, debt management and utility billing. Works closely with other departments in tracking revenue, annual budget preparation, budgetary control, purchasing, and preparation of reports.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Oversees purchases by issuing and reviewing purchase orders; approving requisitions and payments; issuing credit cards and reviewing purchases; responding to customer, supplies and vendor issues; creating and submitting reports; and monitoring standards.
- Manages the procurement process by advising staff; maintaining vendor lists; researching information; preparing documents and specifications; drafting and advertising as appropriate; conducting pre-bid meetings; receiving and reviewing proposals; recommending vendors; managing cooperative purchasing agreements; negotiating and mediating contract issues; and processing related information.
- Ensures accuracy of general ledger accounts by reconciling balance sheet accounts and subsidiary ledgers to the general ledger and prepares adjusting transactions necessary to make corrections.
- Maintains capital asset records, coordinates capital asset inventories, and maintains and updates the Accounting Policies and Procedures Manual for capital assets.
- Processes or assists in the processing of journal entries and coordinates month-end and year end closing.
- Assists with external auditors to complete the City's Comprehensive Annual Financial Report including the preparation of lead schedules in accordance with generally accepted accounting principles, practices, policies, and procedures.
- Assists with the preparation of the City's annual budget. Develops schedules and forms for budget preparation, develops revenue estimates and assist departments by providing adequate information to complete their budgets; responsible for developing the budget calendar and adherence to required deadlines; prepares final budget document.
- Monitors grants and seizures awarded to the City and assures compliance with granting State and Federal agencies.
- Assists with the administration and maintenance of financial software systems including assisting with the implementation of a new financial software system.
- Assists in preparing a variety of reports for City Management, City Council and other departments as needed.

- Attends City Council meetings as well as Wilmer Economic Development Corporation and Wilmer Community Development Corporation, when needed.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Accounting, Finance, Purchasing or related field.
- Five (5) years of increasingly responsible experience in accounting with at least two (2) years of governmental accounting and purchasing experience.
- Experience with municipal financial software preferred.
- Two (2) years supervisory experience preferred.
- Possession of a valid Texas driver's license
- A combination of education, training and experience providing the required knowledge, skills and abilities may be considered.

The City of Wilmer is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation or protected veteran status.

MUST APPLY ONLINE: www.cityofwilmer.net