



City of Wilmer
Serving Our Community

Finance Manager

Hiring Salary Range: \$80,000-\$87,000 DOQ

POSITION SUMMARY Coordinates 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, and preparation of the reports. Oversees and provides direction to accounting staff.

ESSENTIAL FUNCTIONS:

- 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.
- Maintain and monitor daily cash management to ensure sufficient funds are available for City transactions.
- Prepares various financial reports on a timely basis. Reviews the monthly financial report for accuracy and explain variances
- Maintains capital asset records, coordinates capital asset inventories, and maintains and updates the Accounting Policies and Procedures Manual for capital assets.
- Responds to department inquiries and requests and provides research and problem-solving support for departmental personnel
- Processes or assists in the processing of journal entries and coordinates month-end and year end closing.
- Monitors compliance with internal control policies and procedures and recommends changes as needed.
- Coordinates 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.
- Oversees the City's investments in accordance with the City's Investment Policy and state law.
- Oversees accounts payable, accounts receivable, debt management, bank deposits, and cash handling.

- Oversees the City's Utility Billing function by monitoring monthly billing and collections, implementing appropriate internal controls, and implementing appropriate policies and procedures.
- 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 overseeing the implementation of a new financial software system
- Provides back up for accounts payable and payroll processing, as needed.
- Prepares, updates, and co-ordinates the Standard Operating Procedures for the Accounting department.
- Maintains project and grant files
- Reviews expenditures of departments to assure budget compliance
- Supervises employees, including assigning and reviewing work, conducting performance reviews, training employees, and making recommendations regarding hiring, promoting, disciplining, and/or dismissing employees.
- Prepares a variety of reports for City Management, City Council and other departments as required.
- Attends City Council meetings as well as Wilmer Economic Development Corporation and Wilmer Community Development Corporation, as required.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Accounting, Finance or a related field.
- Five (5) years of increasingly responsible experience in accounting with at least two (2) years of governmental accounting experience.
- Experience with municipal financial software 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.