

Finance Manager Job Description

Role: Performs work managing the Finance Department. This is a supervisory position that involves a variety of administrative and management functions related to financial accounting. This position is responsible for the essential accounting and financial tasks. This position reports to the Director of Finance.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Oversees and supervises department personnel which includes hiring, training, planning, assigning, and scheduling their duties; directing, coordinating and evaluating their performance; rewarding and disciplining employees; addressing complaints and resolving problems.
 - Prepares, interprets, and enforces departmental and organizational policies, procedures, and guidelines; makes effective independent decisions representing day-to-day issues that do not require team discussion, input, or agreement.
 - Sets departmental goals and exercises continuous leadership to focus efforts on priorities, training, developing, and communicating with all staff; maintains operational control of department activities.
 - Oversees processing of accounts payable; including reviewing documents for accuracy and processing payment;
 - Oversees bi-weekly payroll operations, including reviewing timesheet records and identifying and correcting any errors, updating records and supporting documentation; processing monthly and quarterly reports.
 - Oversees procurement operations through an online procurement system.
 - Oversees the entry and/or reconciliation of data and the recording of activity to the General Ledger.
 - Assists with inquiries relating to receipts and financial discrepancies.
 - Assists with annual budget preparation and incorporates adopted budget into the accounting system for accurate monitoring.
 - Prepares and organizes data for annual audit.
 - Works with management staff to foster a culture of integrity, teamwork, and collaboration.
 - Perform other duties as assigned by the Director of Finance.
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Minimum Qualifications:

- Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university in the areas of accounting, business, finance, or related field with considerable experience in accounting or finance work, preferably in local government finance, budgeting, or other similar settings. Bachelor's degree in the area of accounting, business, finance, or related field is preferred.

- One (1) year supervisory experience in the financial field preferred.
 - Completion of the Virginia Government Finance Officers' Certificate Program through the Virginia Government Finance Officers Association (VGFOA) or the ability to complete within three years of hire.
 - Must be proficient in the use of spreadsheets, databases, accounting, and Microsoft Office®.
 - Must possess strong human relations and communications skills so as to be able to effectively communicate orally and written.
 - Must possess strong organizational, analytical, and prioritization skills to be able to coordinate the activities of subordinates.
 - Management skills to effectively train and manage staff on policies, procedures and systems.
 - Valid driver's license in the Commonwealth of Virginia.
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Additional Information:

- This position has supervisory responsibility for Finance Department personnel.
 - The position typically requires working Monday through Friday between the hours of 8:00am and 5:00pm with one (1) hour allocated for lunch.
 - This position requires some attendance at night and weekend events.
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Working Conditions:

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sits most of the time but may walk or stand for some periods of time.
- This classification involves seldom physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear detailed information through oral communication and/or to make fine distinctions in sound.

| Physical Exertion (Pounds) | |
|-----------------------------------|------------|
| Up to 10 | Frequent |
| Up to 25 | Occasional |
| Up to 50 | Seldom |
| Up to 100 | None |
| 100 or more | None |

| Environmental Exposures | |
|-----------------------------------|----------|
| Work near moving mechanical parts | None |
| Work in high, precarious places | None |
| Toxic or caustic chemicals | None |
| Outdoor weather conditions | None |
| Extreme Cold, non-weather | None |
| Extreme Heat, non-weather | None |
| Noise Level | Moderate |

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature