

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Finance Manager	Department:	Controller's Office
Requisition Number:	2025205		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$98,057.00 to \$137,280.00 Annually
Date Posted Up:	4/3/25	Date Posted Down:	Until Filled
Time Up:	8:00 am	Time Down:	

SUMMARY

Working under the direction of the Deputy Controller, the Finance Manager applies advanced accounting principles, theories, standards and techniques in order to and improve the governmental accounting system of the City. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following:

Planning & Implementation

- Maintains expert knowledge of and reviews financial system processes for Controller's Office software tools;
- Ensures compliance with the City Policy and Procedure Manual;
- Ensures compliance with Department policies and procedures;
- Coordinates back up training within the department to ensure coverage in all areas;

Management & Operations

- Supervises staff in the Controller's Office, which includes but is not limited to:
 - Assigns, manages and ensures duties are being completed accurately and timely;
 - Prepares and conducts annual performance evaluations;
 - Approves and manages time off requests as well as time worked;
 - Educates, trains and motivates staff;
 - Addresses issues and questions daily;
- Coordinates, reviews, and monitors process of the entire Civil City budget;
- Works closely with Department of Local Government Finance (DLGF);
- Coordinates, oversees, and delegates duties for year-end process;
- Coordinates, oversees, and delegates duties for the preparation of the Cities & Towns Annual Report;
- Coordinates, oversees, prepares and delegates duties for preparation of City's Annual Comprehensive Financial Report (ACFR);
- Coordinates, oversees and delegates duties for external and internal audits;
- Ensures compliance and consistency of accurate and timely reporting on the State website "Gateway" and City website "Smartgov";
- Assists in any cash analysis and/or analytical assignments;
- Oversees treasury management for Civil City funds and monitors and maintains adequate cash reserves in Civil City bank accounts;

- Ensures proper internal controls are established within standard operating procedures;
- Oversees document management for Controller's Office documents;
- Reviews and approves payment vouchers;
- Reviews and approves all general ledger journal vouchers;
- Analyzes general ledger accounts and adjusts appropriately;
- Reviews and approves all bank reconciliations;
- Provides back up and understands all areas in department;
- Reviews, maintains and implements process improvements for standard operating procedures and internal how-to procedural documents;
- Serves as back up to the ERP Administrator

Communication & Information

- Researches, understands and conveys information to staff of any upcoming GASB standards and/or GAAP principles;
- Assists, advises and instructs public officials and other City personnel regarding statutory requirements, accounting applications, and management practices.

MARGINAL DUTIES

Performs other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Controller's Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

QUALIFICATIONS

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

EDUCATION AND/OR EXPERIENCE

- Bachelor of Business Administration (BBA) or Bachelor of Science (BS) degree with a concentration in Accounting or Finance; Master of Business Administration (MBA) degree may be a plus;
- A minimum of two (2) years recent experience as an accountant or similar level position with responsibility for accounting, budgeting, financial planning and analysis, cash management, and general business functions;
- Certified Public Accountant (CPA) preferred.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Practical knowledge of accounting principles and methodologies;
- Organizational skills conducive to data tracking and accounts management;
- Ability to define problems, collect data, establish facts and draw valid conclusions;
- Ability to accomplish position objectives with minimal supervision;

- Experience with Microsoft Office;
- Careful attention to detail and accuracy.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from top management or groups of managers, City Council, staff, and the general public.

MATHEMATICAL SKILLS

Ability to choose the correct mathematical method or formula to solve a problem. Ability to add, subtract, multiply or divide quickly and correctly. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Uses good judgment in extensively adapting or in making significant compromises to fit unusual situations within the department. Must exert dependability, integrity and confidentiality involving many complex and significant variables. Uses considerable judgment in the interpretation and application of accounting principles, theories, standards and pronouncements such as those established by Governmental Accounting Standards Board and American Institute of Certified Public Accountants. Must also must communicate technical material in lay terms when explaining procedures to officials and employees. Decisions and recommendations are reviewed for overall accomplishments and impact upon the City of Fort Wayne's mission, policy or practice.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana driver's license if City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. No special vision requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.