

**Classification Title:** Financial Reporting and Compliance Manager  
**Pay Grade:** 135 - \$69,015.00-\$88,683.00 Annually  
**FLSA Status:** Exempt  
**Dates Revised:** 8/08, 7/16, 8/2021

### **JOB SUMMARY**

Under limited supervision, performs supervisory, fiscal control and financial reporting work for the City Finance Department. Work may involve supervising and coordinating the work of departmental staff. Responsible for assisting in review and analyzing debt programs, planning and coordinating all debt financing, administering related activities, and advising professional staff on debt issues. Independently provides for compliance with all debt requirements, payments, and reporting activities; develops and administers departmental debt policies and procedures and specifically appropriate internal controls. The essential function of the position is to manage the American Rescue Plan Act (ARPA) funding received under the Coronavirus State and Local Fiscal Recovery Fund Non-Entitlement Unit (NEU) and the U.S. Department of Treasury, additional ARPA related funding from the Commonwealth of Virginia, and any other Federal/State Grants that the City receives. Work also involves planning, developing, implementing, and maintaining policy and procedures to ensure financial reporting and compliance work meets City standards and adheres to Federal and State regulations for annual financial and debt compliance reporting and auditing. Employee is responsible for assisting with the preparation of the annual year-end audit, and performing related tasks such as assisting department directors, preparing reports, processing accounts, special projects, etc. Reports to the Assistant Director of Finance.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **ESSENTIAL JOB FUNCTIONS**

- Directs, assigns, supervises and performs financial reporting and debt management and compliance functions. Advises and resolves problems of employees as non-routine situations arise. Reviews and approves work and reports prepared by staff; ensures work adheres to City standards and federal and State regulations for annual report auditing and debt compliance purposes.
- Tracks and monitors ARPA expenditures, projects and related funding.
- Analyzes data and accounts and prepares year-end entries and schedules for audit. Coordinates and directs schedules prepared by staff.

- Researches, analyzes and prepares information schedules for special reports and projects for the Assistant Director of Finance, Assists and serves on various related committees, in house and regionally, as directed.
- Assists in the development, implementation, and maintenance of departmental policies and procedures so as to provide documentation of the policy and the provision of adequate internal control and accountability.
- Recognizes, develops implements and monitors the necessary internal controls within other departments.
- Provides training and orientation to subordinates in assigned positions; advises and assists subordinates as necessary.
- Participates in the overall management of the department.
- Composes and prepares agenda items for consideration by City Council as appropriate.
- Implements and monitors all new financial accounting and reporting standards by assessing the impact of new standards on the City's financial accounting operations and reporting, ensuring that all impacted city personnel receive training and guidance, recommending changes to accounting systems, expressing the impact of the changes to the departmental leadership, and may assist in ensuring the compliance of external auditors.
- Provides compliance, monitoring and reporting activities, related to the federal and state grants.
- Performs other related duties as required.

### **MINIMUM EDUCATION AND EXPERIENCE**

Bachelor's degree in accounting, business administration or a related field, with certification as a public accountant preferred, and 4 - 5 years of experience in long range projects, general accounting and preferably governmental accounting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of federal, State and local laws and policies concerning municipal fiscal operations, governmental financial reporting, and debt issuance and compliance.
- Knowledge of the principles and practices of general governmental and municipal accounting.
- Knowledge of the principles of supervision, organization and administration.
- Knowledge of modern accounting and office procedures and equipment, including the application of electronic data processing to the maintenance and analysis of fiscal data.
- Knowledge of the current literature, trends and developments in the fields of governmental accounting and public finance administration.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

- Ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to co-workers or assistants, and receiving instruction, assignments and/or directions from superiors.
- Ability to read revenue reports, expense reports, balance sheets, checks, payroll surveys, etc. Requires the ability to prepare a variety of financial schedules, billing invoices, trial balance and other required accounting reports and information, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret government accounting, benefits administration, and legal terminology.
- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions, percentages, and ratio and proportion.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress when confronted with an emergency.
- Ability to plan, direct and coordinate the work of subordinate employees.
- Ability to maintain standard accounting and control measures for municipal government.
- Ability to exercise independent judgment and initiative in completing assigned tasks.
- Ability to prepare clear and concise reports, and to compile and analyze financial statements and reports.
- Ability to establish and maintain effective relationships as necessitated by work assignments.

**PERFORMANCE EVALUATION CRITERIA**

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety
- Planning
- Organizing
- Staffing

- Leading
- Controlling
- Delegating
- Decision Making
- Creativity
- Human Relations
- Policy Implementation
- Policy Formulation

### **PHYSICAL REQUIREMENTS**

Must be physically able to operate a variety of automated office machines, which includes a computer, printer, calculator, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Does not require the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc. Requires the ability to talk and/or hear.