



Job Title	Finance Manager I	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	12027

Class Specification – Central Finance Manager I

Summary Statement:	
<p>The purpose of this position is to manage the time, payroll, pension, accounts payable, and City-wide Visa card program related activities for the City. This is accomplished managing and guaranteeing bi-weekly disbursement of payroll with multiple FLSA periods, complex earnings, pension calculations, garnishments, benefits, and taxes for employees and retirees consistent with applicable public sector and federal wage and hour, and tax laws; managing, supervising, directing, and coordinating the work of staff members; developing assigned department’s annual budget; and identifying legal requirements and government reporting regulations affecting time keeping, payroll, and pension. Manage the Accounts Payable and Disbursements Division of the Finance Department and administer the Visa Card program for the City of Colorado Springs. This is accomplished by planning, coordinating, and supervising the work of the accounts payable and disbursements staff of the finance office; hiring, training, and disciplining employees; assigning and reviewing work; establishing work methods and procedures; including governmental, proprietary, and fiduciary funds for expenditure budget.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Managing and guaranteeing bi-weekly disbursement of a centralized payroll with multiple FLSA periods, complex earnings and pension calculations, garnishments, benefits, and taxes to employees and retirees consistent with applicable public sector and federal wage and hour and tax laws; developing controls, tasks, policy, and procedures; managing all payroll audits for internal and external auditors; authorizing and verifying accuracy for all wires and warrants related to payroll bank transactions; overseeing the administration of benefits deductions; and maintaining a high level of confidentiality with all employee related matters.
20%	Responsible for pension duties by managing and overseeing the administration of pension for the City’s eight pension plans including correspondence, final salary reports, termination certifications, notification of deceased members, and retirement applications including death and disability benefits; developing and overseeing delivery of pension and savings plan presentations to all new city employees during monthly new hire



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	orientation; working as liaison between City, pension boards, external pension administrators, and members; developing and presenting information to departments to employees; working with the City Attorney's Office and offices of the Fire and Police Chiefs, and the Chief Financial Officer on pension related issues; and overseeing employee and retiree meetings with staff explaining enrollment, termination, or retirement options.
10%	Acts as plan administrator for savings and retirement plans by acting as plan administrator for the ICMA plans including the Roth IRA, 457, 401(a), and retirement health savings plan; authorizing all high level transactions including hardship withdrawals, rollovers, and purchase of service credit; partnering with ICMA to ensure that employees are educated regarding their retirement savings plans and encouraging enrollment in the plans; developing plan design and investment options; suggesting and implementing changes to plan documents; overseeing the administration and daily activities of the plans including enrollment, loans, terminations, and retirements; and authorizing the bi-weekly transfer of funds to ICMA.
30%	Responsible for planning, coordinating, and supervising the work of the accounts payable and disbursements staff of the finance office by assigning work activities and projects; prioritizing work assignments; monitoring work flow; reviewing and evaluating work product, methods, and procedures; preparing performance plans with standards of performance and objectives for staff; responding timely to staff regarding questions and concerns; approving all new vendors entered into PeopleSoft financial system; approving contract and warrant requisition payments; responsible for the encumbrances in the purchasing module of the PeopleSoft financial system including balancing encumbrances periodically with the general ledger; and acting as functional lead for accounts payable for PeopleSoft financial system upgrades, maintenance updates, and issues with production.
10%	Coordinate with Procurement to administer the Visa card program for the City of Colorado Springs by training employees on proper use of the Visa card; issuing new Visa cards to employees; updating changes to Visa cards ; including increasing/decreasing limits, open up merchant category codes, and monitoring employee termination lists to close cards; troubleshooting declines of transactions; monitoring fraudulent transactions; auditing card transactions and notifying departments of non-compliance with procedures; answering inquiries from employees on proper procedures and issues



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	with transactions; processing monthly payments to US Bank, Visa card provider; monitoring monthly spending and transactions for reports for management; monitoring rebate revenue; updating data in access on-line; continually reviewing opportunities to expand and increase usage of Visa card program.
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Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from an accredited college or university with major coursework in accounting, business administration, or a related field.	
Experience: Five years of full-time responsible payroll processing, pension administration, accounts payable, and general accounting experience including two years of administrative and/or lead supervisory experience.	



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.



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Specialized Computer Equipment and Software: Microsoft office, specialized payroll software, and specialized accounting software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: May 2016