



Finance Manager
Salary Range 30: \$70,489 to \$98,691
Hourly: \$33.89 to \$47.45

Job Summary

Under the supervision of the Finance Director, the Finance Manager performs complex professional level duties in budgeting, general ledger management, financial analyses and reporting, auditing, accounts payable and accounts receivable.

Essential Job Functions

- Manages the general ledger and the annual audit process.
- Provides monthly revenue and expenditure reports.
- Manages the annual budget development process.
- Develops Five-Year Revenue and Expenditure Forecasts for various Funds.
- Develops the proposed and adopted budget book.
- Prepares the annual salary and benefits budget.
- Manages position control.
- Prepares agenda items for City Commission meetings.
- Coordinate revision of the City's Master Fee Schedule and related Ordinance.
- Monitors accounts payable and accounts receivable.
- Develops and ensures implementation of financial policies and procedures.
- Trains employees on financial software, processes, and procedures.
- Manages grant funding.
- Provides status reports on the City's Strategic Plan.
- Other related duties as assigned.

Education and Experience

- Bachelor's degree in finance, accounting, business administration, public administration, or a related field.
- Master's degree is preferred.
- Three years of experience in a related position.
- Or any combination of related education, certifications, and licenses that will enable the applicant to successfully perform the duties of the job.

Knowledge Skills and Abilities

- Ability to synthesize large quantities of complex data into actionable information.
- Ability to work and effectively communicate with senior-level business partners.
- Ability to work independently and as part of a team.
- Excellent business judgment, analytical, and decision-making skills.
- Knowledge of financial reporting and data mining tools such as SQL, Access, etc.
- Strong demonstrated use of Excel, Word, and PowerPoint.
- Ability to work under pressure and meet tight deadlines.
- Excellent report-writing and communication skills.

Physical Demands/Work Environment

While performing the duties of this Job, the employee is regularly required to sit in an office environment. The employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

TO APPLY

Download employment applications online at

<http://www.ennistx.gov/departments/HumanResources/jobs>.

Submit the completed application to Human Resources at 107 North Sherman, Ennis, TX 75119. Completed applications may be e-mailed to humanresources@ennistx.gov or faxed to (972) 875-2301.

POSITION OPEN UNTIL FILLED