



FINANCE MANAGER FULL-TIME EXEMPT

A. GENERAL PURPOSE

Under the general direction of the Deputy City Administrator II, the Finance Manager supervises the City's financial operations, including accounting, payroll, and budgeting, and manages the Finance Department. This role also assists with the coordination of the City's investment policies and programs, leads the development, presentation, publication, implementation, and monitoring of the City's operating budget, and provides high-level, complex administrative support to the City Council.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages and coordinates the City's financial operations including accounting, billing, purchasing, treasury, debt management, and required financial reporting.
2. Facilitates the preparation of municipal financial reports as required by state law or requested by City Council, City Administrator or Deputy City Administrators.
3. Advises and monitors the City's budget and other financial reports; identifying trends or potential issues and communicating findings to the City Council, City Administrator, Deputy City Administrators, and directors.
4. Conducts monthly bank and account reconciliations and prepares variance analysis monthly for assigned revenue, expenditure accounts, and balance sheet accounts.
5. Manages the City's revenue operations, including the collection of all City taxes, such as sales, ad valorem, and hotel occupancy taxes, and the invoicing and billing of fees in accordance with the City's Fee Schedule and applicable agreements.
6. Coordinates with City departments to prepare and review revenue estimates, validate assumptions related to utility rates, consumption, fines, fees, and other revenue streams, and recommend adjustments to tax rates, fees, and charges for City services as appropriate.

7. Ensures accuracy, accountability, and timely collection of revenues; and coordinates the budget and financial operations of the City's Tax Increment Reinvestment Zones (TIRZ).
8. Composes, prepares, reviews, and presents the proposed annual budget to the Mayor and City Council during workshops, committee, board, and commission meetings, and public hearings.
9. Supervises, trains, and evaluates the performance of assigned personnel to ensure effective financial operations; manages payroll and leave administration, providing guidance on employee leave policies and ensuring compliance with payroll-related regulations.
10. Ensures staff compliance with departmental policies, procedures, and regulatory requirements and state law related to the budget and finances.
11. Monitors departmental budgets and financial performance reports; identifies trends and recommends corrective actions as needed.
12. Assists in developing and managing the City of Dripping Springs Personnel Manual as it relates to finance, budget matters, and the Finance Department, and develops, implements, administers, and reviews the City's financial policies and procedures in accordance with state law.
13. Monitors changes to local, state, and federal procurement laws and regulations related to municipality and grant-funded purchases and assists with the City's audits.
14. Develops, implements, and regularly updates the City's Purchasing Policy to ensure compliance with applicable laws and to promote efficient procurement practices; trains staff on purchasing procedures and approval thresholds.
15. Performs a variety of debt management tasks, including planning debt issuances, preparing supported documentation, generating debt related reporting, and presenting debt instruments to the City Council for consideration.
16. Participates in special projects in support of City-wide operations, which may include analyzing vendor contracts; performing fiscal policy studies; providing policy guidance and recommendations.
17. Provides professional customer service and financial guidance to internal and external stakeholders, including the City Council, City Administrator, Deputy City Administrators, and Department Heads.
18. Ability to establish, maintain, and foster positive, effective and professional working relationships with those contacted during work.
19. Ability to maintain confidentiality.

20. Performs other duties as assigned.

C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Bachelor's degree in accounting, Public or Business Administration, Finance, or related field required.
2. Must be bondable and maintain bondability throughout employment. Position requires handling of public funds and financial instruments.
3. Must have or be able to attend within the first year of employment Public Funds Investment Act training. This training shall be completed every two (2) years, in accordance with the City's approved Investment Policy.
4. Two years of progressively responsible experience in accounting, finance, or related field with Texas municipal finance experience required.
5. Two years experience in a high-level supervisory capacity preferred.
6. Certified Public Finance Officer CFOA certification and CPA license preferred.
7. Knowledge of generally accepted accounting principles and fund accounting, internal controls, fraud prevention, and compliance monitoring.
8. Ability to establish and maintain effective working relationships with employees, City officials, and general public.
9. Ability to communicate effectively verbally and in writing.
10. Ability to handle confidential and sensitive information while maintaining confidentiality.

D. TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software including Microsoft Office and InCode; 10-key calculator; phone; copy machine.

E. SPECIAL REQUIREMENTS

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 perform the essential functions if needed.

During the course of performance of the duties of the job, the employee is frequently required to communicate verbally and in writing and move within City Hall and to other various City locations.

F. WORK HOURS

Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday, except holidays. This is a full-time exempt position and eligible for compensatory time off as described in the DRIPPING SPRINGS PERSONNEL MANUAL. The role may require availability during budget preparation, audit periods, or City Council meetings. Non- traditional work hours may be required and shall be coordinated with the Deputy City Administrator II.

G. 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 perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works inside an office.
2. The noise level in the office work environment is usually mild.

H. SALARY

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the **City of Dripping Springs Personnel Manual**.

I. BENEFITS

Benefits shall be in accordance with those outlined in the **City of Dripping Springs Personnel Manual**, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

J. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, sexual orientation, military status, veteran status, national origin, mental or physical disability, pregnancy, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non- membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. To discuss an accommodation, please contact the Human Resources Director, Chase Winburn at (512) 502-8313.

Please note: *This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*