

## **Financial Manager**

This job description aptly describes the duties and/or assignments being performed but does not exclude other work assignments not included, and can be amended or changed at any time by the Lincoln Parish Police Jury.

### **Definition**

Under the supervision of the Administrator and guided by policies established by the Police Jury, the Financial Manager is responsible for the highest-level administrative work in direction and coordination of the financial activities under the governing authority. The Financial Manager shall be responsible for all application of accounting principles and practices to the Parish financial records and perform related work as required, within the framework of Police Jury policies, ordinances, laws and regulations under the jurisdiction of the Police Jury and with input of the Police Jury finance committee; prepares and oversees the implementation of the Parish budget, prepares budget proposals and keeps informed of federal and state laws which may affect the Parish; abides all federal, state and local laws and maintains working knowledge of federal, state and local laws relating to Parish government; and is familiar with all Police Jury minutes, ordinances, motions, policies, procedures and any and all other materials of a financial nature relating to the Police Jury and all financial matters relating to other entities that are handled by the Financial Manager. Prepares regular and special financial and statistical statements and reports; confers and works with Parish auditors; reviews and approves invoices for purchases; directly responsible to the Administrator for financial affairs and day to day coordination of financial functions with other administrative procedures. Attends all regular Police Jury meetings and attends other meetings when requested to do so.

Desired Qualifications:

- Bachelor's Degree in business administration, accounting, finance, or related field
- Minimum of 3-5 years of government financial experience
- Knowledge of government structure, operations, services and activities
- Experience directly managing projects and people
- Strong and effective oral and written communication skills with the ability to make presentation
- Strong interpersonal, management and leadership skills with a positive public/customer service attitude
- Knowledgeable on typical office computer systems and software with advanced skills with Excel