

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** Financial Systems Manager

**DEPARTMENT:** Finance

**E-PLAN**  
**SG:E2-11**  
**CS:N**  
**FLSA:N**  
**EEO4CODE:0A**

#### **JOB SUMMARY:**

The Financial Systems Manager serves as the business lead for the implementation and administration of the City's Enterprise Resource Planning (ERP) software system and other systems owned by the Finance Department. Responsible for gathering and analyzing the business process requirements of the City and configuring the ERP system to efficiently meet those requirements. Plans for Finance related system projects and business process improvements. Works with software systems project teams, directs the project activities of Finance staff, and cooperatively directs the project activities of other subject matter experts assigned to support Finance software system projects. Administers user security and configures the software systems owned by the Finance Department, including the City ERP system. Works collaboratively to carry out complex work to manage, support, and integrate other City systems with the ERP and other Finance software. Serves as Finance Department liaison to City Information Technology staff, vendor resources, and other City staff resources that utilize financial systems. Ensures efficient maintenance and operation of financial systems, to provide optimum functionality, and to ensure data integrity and security. Works to provide useful system output, reports, and data analysis, and identifies and implements process improvement opportunities. Works to provide documentation and training for users of Finance systems citywide.

Supports financial decision-making by auditing, analyzing, interpreting, and making recommendations which protect the City's assets and minimize financial liability by assuring compliance with local, federal and state laws, codes, and regulations governing financial operations. Prepares written reports for the Finance Director of results of testing internal compliance with established internal control procedures and makes recommendations as to best practices and to correct deficiencies. Reviews compliance of citywide grants to ensure compliance with key financial provisions. Performs audits of external revenue sources and payments on expenditures.

Under the direction of the Finance Director, assists in the implementation of external audit recommendations over internal control procedures and information technology related systems, policies and procedures. Assists the Finance Director by providing analytical support, financial analysis, review of various city initiatives, and operational changes and efficiencies.

#### **SUPERVISORY RELATIONSHIP:**

Work is performed independently across departmental lines under the general direction of the Finance Director. Supervises the Finance Business Systems Analyst. Works in cooperation with State Auditors to provide information related to internal control procedures and testing, and to implement external audit recommendations. Must have respect and cooperation from department heads and staff at all levels throughout the city. This work often requires that outside expertise be employed and this position must be capable of effectively managing external contractors, temporary employees, and interns. Work is frequently of a confidential nature requiring effective use of tact and diplomacy in reaching desired outcomes.

## **Financial Systems Manager**

### **ESSENTIAL FUNCTIONS OF THE JOB:**

#### **Financial Systems Management:**

1. Provides leadership for the selection, maintenance, training, upgrades, and other core components of ERP and other financial systems software. Plans and works closely with Information Technology Services personnel, system vendors and staff as system changes and upgrades are planned, tested, and implemented. Assures modifications and upgrades are successfully tested before implementation to the live environment. Reports systems issues and works with the Information Technology Services Department and system vendors to resolve the issues. Documents processes and results. Works with Information Technology to maintain technical standards and practices for City software systems. Responsible for gathering and analyzing the business process requirements of the City and configuring the ERP system to efficiently meet those requirements.
2. Utilizes standard reporting tools to write, maintain and support a variety of reports or queries for individual and citywide use. Works with Information Technology staff to resolve complex reporting issues. Helps maintain data integrity in systems by running queries and analyzing data to validate against controls.
3. Provides end user security management and content management for citywide financial systems. Provides support for changes to the system configuration. Participates in change management and control of financial systems. Works with IT Services to control access to financial systems data. Helps provide support of financial systems, including documentation and training for users of Finance systems citywide.
4. Develops and documents workflow processes to create efficiency in the operation of financial Systems. Works with Information Technology staff to implement complex workflow processes. Works with department staff citywide to develop and integrate systems solutions that enhance productivity and process efficiencies. Provides written reports on suggested system enhancements and technology changes that strengthen the use of technology for financial systems within the City. Provides analysis and review of operational procedures regarding enhancements and process flow improvements within the City that will process financial data or interface to Financial systems.
5. Advises and supports Finance Director and Deputy Finance Director in the use of technology to maintain and enhance citywide internal control procedures for cash collection, receipting, transmittal, deposit and investment of funds. Provides technical interface to assist in determining procedures and tests of cash controls. Works closely with primary bank and investment services providers to interface data into City's financial systems.
6. Advises, supports and makes recommendations to the Finance Director in the use of technology to maintain and enhance the ERP Software. Works closely with IT staff and departmental personnel to integrate software systems used for cost accounting purposes in other departments into the ERP Software.
7. Sets and implements goals and objectives for the ERP Software in consultation with the Finance Director and evaluates performance. Recommends and drafts policies and procedures for the ERP Software and for accounting and financial processes as needed. Establishes and maintains on-line accounting and financial policies database.

## **Financial Systems Manager**

### **Internal Auditing:**

8. Conducts and oversees the auditing and testing of internal processes to ensure compliance with existing municipal policies and procedures, state and federal laws, codes, regulations, and internal control best practices. Works collaboratively with the Accounting Manager to provide information related to internal control procedures and testing to the State Auditor's Office. Drafts comprehensive written reports on each audit to include a review of audit findings and identification of recommendations to correct any deficiencies for review by the Finance Director. Works with City staff to ensure implementation of external audit recommendations.
9. Monitors citywide grants to ensure compliance with key financial provisions, including testing for allowable costs and ensuring grant billing is timely and in accordance with grant provisions. Reviews Schedules of Financial Assistance to report grant expenditures in accordance with requirements established by the State Auditor's Office.
10. Performs audits of external revenue sources. Establishes audit review procedures for business, occupational, and sales tax receipts including developing procedures for confidential management and auditing of financial data provided by businesses and citizens. Plans and conducts audits of returns to be selected on a sample basis. Interfaces with the Department of Revenue to resolve problems as needed.
11. Provides leadership in analyzing new initiatives, creating and maintaining financial models, and drafting Finance department recommendations regarding citywide policies and programs as well as departmental projects that are being considered.

### **ADDITIONAL WORK PERFORMED:**

1. Performs other related work of a similar nature and level.

### **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

#### Knowledge of:

- Generally accepted accounting procedures and generally accepted audit standards.
- Pronouncements of the Government Accounting Standards Board.
- Knowledge and experience with complex financial application system software projects, system maintenance, tools and support.
- Knowledge of complex systems project management.
- Knowledge of best practices for change management.
- Knowledge of research methods, data collection and sampling techniques, and statistical analysis.
- Finance related federal, State and local laws and regulations.
- Fund accounting.
- Municipal finance, auditing, and budgeting procedures and policies.
- General broad understanding of the functions of municipal government.

#### Skill in:

- Critical thinking and the ability to make connections citywide.
- Self direction, trying new things, and taking on challenges.
- Excellent oral and written communications skills.
- Demonstrated skill and experience in initiating and leading entity-wide system and process changes.

## **Financial Systems Manager**

- The management of projects within scope, time, and financial constraints that exist within the City governmental environment.

### Ability to:

- Understand, interpret, and develop work flow within a complex organization.
- Research and evaluate new laws and accounting and audit requirements.
- Utilize a variety of spreadsheet, analytical and other computer software for testing analysis and preparation of reports for management as requested.
- Ability to collect, compile, and analyze complex information and data.
- Prepare, write and present analytical reports and systems analysis to diverse groups.
- Function as a member of the Finance Department management team.
- Manage or lead teams to achieve goals.
- Train staff on business processes and system utilization.
- Develop user knowledge resources to provide effective references for financial system users.
- Demonstrate professional courtesy and good judgment in communications with other employees and external agencies.
- Create and provide multi-media based presentations to a wide array of audiences.
- Work independently with little direction.
- Maintain the absolute confidentiality of sensitive files, data, and materials accessed, discussed or observed while working with City staff.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others.

### **WORKING ENVIRONMENT:**

The work is performed primarily in an office setting with extensive time spent at a computer workstation. Some travel between City of Bellingham locations. This is a sedentary position with minimal physical exertion requirements.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in accounting, finance, business administration or related field, preferably including coursework in information technology.
- Three or more years of accounting and/or audit experience, preferably in a governmental environment.
- Two or more years of financial information systems project management and implementation experience, including demonstrated ability/experience initiating and leading entity wide system and process changes.
- Demonstrated knowledge of generally accepted audit procedures and generally accepted auditing standards.
- Certified Public Accountant (CPA) or related professional designation preferred.
- Supervisory experience preferred.

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- An equivalent combination of education, experience and training sufficient to provide the applicant with the skills, knowledge, and ability to successfully perform the essential functions of the job will be considered.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Employment contingent upon passing a criminal background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

**PREPARED BY:** B. Henshaw/A. Faria 12/16

**REVIEWED BY:** \_\_\_\_\_

Andrew Asbjornsen,  
Finance Director

**REVISED BY:** A. Asbjornsen  
R. Delker  
5/21