



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 356.6

Job Title: **FINANCE MANAGER**

Pay Grade: 29

### **GENERAL SUMMARY:**

Manages and oversees the development, implementation, and monitoring of financial activities, policies, and procedures to effectively manage financial programs and systems.

### **RESPONSIBILITIES:**

- Manages, trains, develops, counsels, and evaluates staff performance.
- Assists in the design and implementation of financial programs and systems.
- Leads the development, analysis, and updates of budgets and financial systems.
- Completes special projects, working on a wide variety of financial, administrative, professional, management and community issues and problems of medium to high complexity.
- Oversees the development and evaluation of internal audit and financial review procedures.
- Presents financial analyses to senior management and city departments.
- Performs financial and statistical analyses, studies, and reports.
- Maintains financial records in accordance with applicable laws, policies, and regulations.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

#### **EXPERIENCE:**

Seven years of professional experience in finance, budget analysis, economics or closely related field are required.

**Substitutions:** Experience **cannot** be substituted for the Bachelor's degree requirement. A Master's degree in Finance, Accounting, Business Administration, or a closely related field may be substituted for two years of the above experience requirement.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

### **IMPACT OF ACTIONS:**

Errors in work lead to significant costs and problems, and may have minor impact on the short- term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

- Financial Analyst I
- Financial Analyst II
- Financial Analyst III
- Financial Analyst IV
- Finance Manager