

City of Somerville, Massachusetts
Job Description

Position title:	Finance Manager	Grade Level:	NU07
Department	Health & Human Services (HHS)	Date:	3/3/2023
Reports to:	Director of Health & Human Services	FLSA Status:	Exempt

Statement of Duties:

Reporting to the Director of the Office of Health and Human Services, the **Finance Manager** is responsible for overseeing the financial operations of the department, including assisting the Director and Division Heads in preparing and implementing the operating budget and all special revenue budgets. The Finance Manager will supervise the administrative and financial support staff in accounts payable, accounts receivable, and payroll activities.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Direct, coordinate, and manage the administrative and financial service functions of the Health & Human Services (HHS) Department.
- Directly supervise administrative and financial support staff.
- Interact with division heads and their designated staff for the purposes of monitoring, measuring, and analyzing differences between budgeted and actual results. Monitor spending patterns, account activity, and reconcile, adjust, and correct discrepancies.
- Provide financial administration and oversight of federal, state, and foundation grants awarded to the department and its divisions.
- Ensure that all awarded funds are billed for and received in a timely manner by monitoring grant administrator compliance with grant reimbursement request schedule.
- Maintain the general and subsidiary ledger accounts of all departmental special revenue funds including grants, donations, and revolving funds.
- Monitoring and reporting back to federal, state, and private grantors as required by the award.
- Collaborate with the Grants Division of the City’s Finance Department to assist with proposal and budget development for grant opportunities being sought by departmental staff.
- Review grant applications prior to submission to funding agency to determine compliance with city policies and inclusion of all allowable costs.
- Manage procurement process, including development of proposed scope of services and/or supply descriptions, and ensures contracts are renewed in a timely manner at the best value to the city.
- Review revenue receipts and entries for proper posting in accounting system.
- Assist staff in the performance of their duties as necessary.
- Maintain and create optimal record keeping and project management systems.

City of Somerville, Massachusetts
Job Description

- Provide training for HHS Division heads on all financial/grant activities.
- Assist HHS Leadership in the annual budget process, entering into City financial software, aligning to goals, tracking and reporting out on previous years' goals and budget requests, and developing program improvement requests (PIR's).
- Other related duties as assigned.

Supervision Required:

Under general direction, the employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility:

Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

Accountability:

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

Judgment:

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee

City of Somerville, Massachusetts
Job Description

is recognized as the functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity:

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services and recommending improvements. Also, covers work performed by division or single department heads.

Nature and Purpose of Personal Contacts:

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Confidentiality:

Employee has access to confidential information obtained during the performance of the regular duties of the position.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in finance, accounting, grants management or related field and a minimum of five (5+) years of experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Knowledge, Abilities and Skill:

- **Knowledge:** Advanced knowledge of budgetary principles including the ability to prepare, interpret and analyze financial statements and analysis. Knowledge of state procurement laws and municipal operations. Knowledge of data analysis practices and techniques. Strong knowledge in public policy.
- **Abilities:** Establish and maintain effective and harmonious working relationships with diverse stakeholders regarding strategy, policy, and operations; work independently; manage multiple tasks efficiently, prioritize, and balance short- and long-term responsibilities; carry out assignments to completion in an efficient and accurate manner; communicate and collaborate with executive-level individuals; interact with the public effectively and appropriately; problem solve and think strategically, analytically, and creatively; communicate clearly and often both verbally and in writing; learn new concepts quickly; collaborate, build consensus, and lead; be self-motivated and organized; handle problems and emergencies; maintain confidential information; operate a computer; and maintain, manage, and organize records.
- **Skills:** Proficient in operating personal computers and applicable word processing, spreadsheet, and statistical analysis applications, specifically MS Excel or other data

City of Somerville, Massachusetts
Job Description

analysis and visualization tools, such as Office365 apps, Tableau, Python, R, etc.; excellent written and oral communication, facilitation, and public speaking skills; excellent data analysis, database development and management, strategic thinking, problem solving, leadership and project management skills. Experience with, ClearGov and Munis software is preferred but not required.

Work Environment:

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings or complete work assignments.

Physical and Mental 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 enable individuals with disabilities to perform the position's essential functions.

Physical Skills

Few physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. May also be some occasional lifting of objects such as office equipment and computer paper (up to 30 lbs.)

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

Visual Skills

Visual demands require constantly reading documents for general understanding and analytical purposes.