



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
FINANCE MANAGER
(DATA ANALYTICS)
FINANCE DEPARTMENT

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for providing specialized analytical support for the Financial Accounting, Accounts Payable, Payroll and Retirement divisions of the Finance Department. Oversees a broad range of data management, reporting, analytics and other complex projects. Uses in-depth business process, analytical, and systems knowledge to support decision-making and provide business solutions. This position reports to the Assistant Director of Finance.

ESSENTIAL JOB FUNCTIONS

Provides reporting and analysis for Finance management to support operations. Conducts complex studies to identify business needs, priorities, and business process solutions; identifies areas requiring actions, new methods or redesigns processes to streamline and improve operations. Gathers, analyzes and evaluates data and information from various sources on a variety of specialized topics, and makes recommendations for changes and enhancements.

Stays abreast of proposed regulatory changes related to Accounting, Accounts Payable, Payroll and Retirement. Analyzes and evaluates corresponding required changes to existing application system configuration and makes recommendations to meet operational requirements and improve department operations; coordinates difficult changes to applications systems as required. Responsible for providing system documentation to department end users and coordinating training.

Oversees configuration of user tables and settings within the City's Enterprise Resource Planning System (MUNIS) and manages related data updates and reporting for the Finance Department. Coordinates with department personnel, the City's Enterprise Resource Planning (ERP) team, and other City departments to resolve issues; provides technical coordination, guidance and recommendations. Develops testing specifications and plans; prepares test data, performs tests, and analyzes results to validate accuracy; adheres to standard testing procedures. Responsible for troubleshooting and defining backup/recovery plans for projects.

Responsible for defining, analyzing, implementing and evaluating other projects and initiatives for the Financial Accounting, Accounts Payable, Payroll and Retirement divisions of Finance as needed. Assists in the development of project plans, sets objectives, monitors and evaluates project status and progress, and ensures project goals and timelines are met.

Responsible for the effective supervision and administration of assigned areas to include staff development and training, performance management, employee relations, prioritizing and assigning

work and related activities. Evaluates resource needs and manages the effective deployment of resources. Responsible for day-to-day supervision of Business Analyst B.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Information Technology** - Knowledge of computer systems and business applications. Experience with large scale ERP systems, such as Munis, SAP, Oracle, etc. Comprehensive understanding of data analytics software and database reporting and visualization tools including SQL, Business Objects, Crystal Reports or similar software applications. Advanced knowledge of Excel.
- **Finance, Pension & Payroll Administration** - Knowledge of governmental accounting principles, methods and practices, including Generally Accepted Accounting Practices (GAAP) and Governmental Accounting Standard Board (GASB) standards. Knowledge of Federal, State and Local laws and regulations governing the receipt, custody and expenditure of public funds. Knowledge of the practices, methods and laws pertaining to payroll administration, independent municipal pension plans, and employee benefit plans.
- **Strategic Planning** - Knowledge of strategic planning principles and theories to forecast future needs based on departmental operations and budget constraints. Knowledge of planning, coordinating and managing technology projects.
- **Supervision** - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- **Critical Thinking** - Uses logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation. Applies general rules to specific problems to produce answers that make sense. Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Judgment and Decision Making** - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with City officials, Board members, employees, retirees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

REQUIRED ABILITIES

- **Coordination of Work** - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends and

maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.

- Communication – Excellent ability to effectively communicate complex ideas and proposals to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.
- Accounting and Budgeting – Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Accounting, Finance, Computer Science, Data Analytics or related field and 5 years of progressively responsible experience in financial project management or coordination, business analysis, systems analysis, or a related role, or an equivalent combination of education and experience including 1-2 years of lead or supervisory experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.