

Classification Specification

HUMAN RESOURCES AND FINANCE MANAGER

Date Prepared: March, 2022

FLSA Status: Exempt

Date Revised:

GENERAL DESCRIPTION

This management position is responsible for the human resources and financial functions of the agency, serving as a human resources and financial analyst, as well as taking responsibility of day-to-day functions. May supervise accounting staff.

Positions in this classification exercise considerable independent judgment to manage day-to-day activities.

ESSENTIAL JOB FUNCTIONS

- Manages the agency's human resources program, including recruitment, retention, termination, staff advancement, and orientation of new employees, and ensures compliance with all applicable laws and rules.
- Defines and recommends annual benefits levels.
- Prepares annual benefits overview and presents to staff; advises agency staff on employee benefits.
- Assists in development of the agency work program and work program budget, including calculating member assessments and projecting overhead rates.
- Administers agency contracts and grants; oversees contract and grant preparation and reviews all contract language; works with contractors to negotiate contract elements and values; manages grant documents and ensures proper and timely procedures for reporting and billing according to contract agreement and audit requirements.
- Manages the agency's procurement and contracting.
- Develops, evaluates, and continually updates agency-wide procedures and policies.
- Gathers information, compiles data, and prepares documents for agency's annual budget; monitors budget expenditures and revenues; evaluates variances in budgeted and actual revenue and prepares analyses as requested.
- Advises and assists staff in preparing grant proposals and reports for agency, city, and county grants.
- Manages the development and implementation of effective and accurate financial systems, operations, and procedures.
- Serves as the agency's financial and accountability audit contact.
- Manages the agency's insurance needs.
- Prepares and presents oral and visual reports to staff and Council.
- Oversees and may participate in the day-to-day accounting functions of the agency, including:
 - Processing all invoices for agency; depositing and/or overseeing depositing of monies received by agency; tracking all monies flowing through agency.
 - Monitoring compilation of labor cost and analyzing for accuracy.
 - Computing and preparing payroll and benefits.
 - Advising staff on payroll matters and preparation of time sheets.
 - Assisting project managers with conducting financial management of grant contracts and funds.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Human Resources and Finance Manager classification is distinguished by the high level of responsibility for human resources, contracting, audit compliance, and financial management, and the ability to work independently and establish procedures with little direction.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

Five years of progressively responsible public sector administrative experience that provides comprehensive knowledge of the principles and practices of public and business administration.

EDUCATION – MINIMUM:

Bachelor's degree in business administration or a closely related field.

PREFERRED:

Master's degree in public or business administration or a closely related field.

OR SUBSTITUTING

Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Current approaches to public agency financial management, budgeting, and accounting including generally accepted accounting and auditing procedures.
- Supervisory principles and practices.
- Human resources management including state and federal laws pertaining to public employment.
- Records management systems and techniques.
- Applicable Federal and State laws, rules, and regulations.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Local government and political decision-making processes.
- Microsoft Office software for document, spreadsheet, and presentation preparation.
- Governmental accounting and auditing requirements.
- Financial organization of local government.
- Automated accounting, word processing, and spreadsheet software.

Ability to:

- Anticipate and resolve organizational and operational issues in an effective and timely manner.
- Resolve conflict in an open and inclusive manner.
- Develop and interpret policies and procedures as well as analyze complex administrative and policy issues.
- Prioritize work, organize tasks, set and meet deadlines, manage budgets, as well as manage numerous projects simultaneously.
- Communicate effectively both in writing and orally.
- Establish and maintain effective working relationships with policy makers and agency members, planning staff, agency staff, and the community.
- Establish and maintain effective working relationships.
- Juggle a myriad of competing priorities, deadlines, and requests.
- Assist state auditors in their review of agency financial records.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.