



City of Irving Job Description

Financial Services Administrator

FLSA Status:	EXEMPT	Job Department:	Financial Services
Job Code:	F151	Reports To (Job Title):	Chief Financial Officer

PURPOSE

The primary purposes of this position are: (1) To manage transactions and activity associated with the City's Entertainment Center; (2) To administer the billing and collection of the City's Public Improvement Districts (PIDs) annual assessments and creation of the annual Service and Assessment Plan; (3) To serve as a vital backup for other city departments during the installation of the Enterprise Resource Planning system, including the Financial and Human Resources modules; and, (4) To serve as a backup to other Financial Services positions, performing other financial duties when others are training, working on special projects, out on leave or to cover duties of vacant positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

Duties related to the Entertainment Center, which include but are not limited to:

- Oversee transactions related to the Development and Lease agreements pertaining to the City's Entertainment Center, including receipt and review of capital and maintenance and operation invoices, proof of payment of invoices, and maintaining a list of transactions eligible for reimbursement from appropriate revenues.
- Oversee transactions related to the City's Admissions Tax Ordinance, including receipt and review of revenues, receipt and review of maintenance and operation invoices, proof of payment of invoices, and maintaining a list of transactions associated with the admissions tax.
- Monitor activity associated with the Economic Development Incentive Agreement.
- Coordinate audits associated with the various agreements and ordinances.

Duties related to the Public Improvement Districts (PID), which include but are not limited to:

- Create the annual Service and Assessment Plan for each PID.
- Oversee the calculation, billing and collection of PID assessments.
- Coordinate collection activity with the City's Delinquent Tax Collection firm.
- Reconcile accounts and funds related to PIDs, prepare entries and monthly reports; reconcile general ledger accounts (research, substantiate and correct balances).
- Serve as the primary point of contact for property owners, homeowners' associations, builders, title companies, real estate agents, appraisal district, delinquent tax collection firm, etc.
- In concert with the Communications Department, create and maintain information pertaining to PIDs on the City's website.
- Attend periodic homeowner meetings for the various PID's to receive and answer questions from homeowners.

Other duties, which include but are not limited to:

- Prepare action items for the City Council when appropriate.
- As needed, make presentations of analysis, findings, status, etc.; Prepare a variety of reports, maps, documents, and visual aids; Conduct research.
- Complete special projects by working as directed by the Chief Financial Officer or his/her designee.
- Supervise staff, which includes assigning work, evaluating performance, managing schedules and leave, and participating in interviewing and hiring when necessary.
- Assist in the development and maintenance of financial reporting systems to insure integrity of finances based on sound accounting procedures and controls.
- Provide responses to internal and external customers, which includes responding to difficult or complex inquiries from citizens.
- As assigned, serve as backup for other staff in Financial Services or Human Resources when they are training and/or performing special projects (e.g., ERP implementation).

OTHER DUTIES AND RESPONSIBILITIES

- Occasionally, such as when attending Council Meetings, homeowner meetings, or performing backup duties, work non-standard hours.
- Perform related duties as required.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 employee.

FINANCIAL / BUDGETARY RESPONSIBILITY

Manage transactions associated with Entertainment Center, including several million dollars of admissions tax receipts and disbursements each year and maintaining a database of several million dollars of costs eligible to be reimbursed to the developer; bill and collect PID Assessments in excess of the million dollar range each year.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree in Business, Accounting, Finance, or closely related field of study.

EXPERIENCE

- At least three (3) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Ability to obtain and maintain the Texas Registered Tax Assessor/Collection certification.
- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.

KNOWLEDGE OF

- Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Statistical Principles: principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Communications: Techniques and methods of communication, including alternative ways to inform and entertain via written, oral, and visual media.
- Government Policy: policies, operations, and processes at the local, state, and national levels; particularly, pertaining to Public Improvement Districts (PIDs).
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Typing: Accurately entering information using computer keyboard.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safely operating diverse office equipment especially computers, copiers, fax machines, calculators, and telephones.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working multiple software packages at simultaneously.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Judgment and Decision Making: Weighing the relative costs / benefits of a potential action.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Time Management: Managing time wisely to complete assignments on time.
- Self-Management: Working independently and without supervision.

- Reporting: Researching, analyzing, and compiling information and preparing concise, data-driven documents on a regular basis.
- Information Gathering: Knowing how to find information and identifying essential information, which includes utilizing online and offline sources.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Teamwork: Actively participating and contributing to various internal and external teams.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Internally, this position regularly engages with staff, usually up to the Manager level, though occasionally interacting with the Executive Team. The employee will relay and receive complex, confidential information.

Externally, this position engages with citizens, businesses, and vendors, providing synthesized information. Occasionally, this position may present information on behalf of the City. This position is expected to utilize courtesy and tact in customer relations.

EQUIPMENT AND PROPERTY

This position utilizes standard office equipment, such as a computer, telephone, calculators, copier, fax machine, etc.

PHYSICAL DEMANDS

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.*

The employee is constantly required to see, sit, and talk. Frequently, s/he is required to listen. Occasionally, s/he is required to vehicle, grasp, lift up to 10 pounds, kneel, stand, stoop, and walk. Rarely, s/he is required to carry and lift up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is Low.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.