



City of Missoula
Business Finance Manager

SALARY	\$34.98 - \$40.21 Hourly \$72,758.40 - \$83,636.80 Annually	LOCATION	Missoula, Montana
JOB TYPE	Regular, Full-Time	JOB NUMBER	00217
DEPARTMENT	Public Works & Mobility	DIVISION	PWM-Administration
OPENING DATE	08/24/2023		

Overview

Are you a skilled and detail-oriented professional seeking a fulfilling career opportunity? Look no further! Public Works and Mobility (PWM) is seeking a Business Finance Manager to oversee utility billing and financial operations for the department.

As the Business Finance Manager, you will be part of the PWM Leadership Team, playing a pivotal role in ensuring the financial management of the City's three utilities, street operation, transportation planning and engineering, and the City cemetery. Your expertise in accounting, budgeting, capital planning, and financial reporting will be instrumental in maintaining a high standard of financial sustainability and accountability in our department at the City of Missoula.

Details: Priority screening will begin on **Tuesday, September 26, 2023**. Please apply by this date to ensure timely consideration of your application. Applications will continue to be accepted until an adequate applicant pool has been established and the position is filled.

To Apply: All applicants must submit the **City of Missoula application** and a **Cover Letter**.

Failure to attach the cover letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.

Resumes will not be reviewed. All details should be entered on the application.

*** The posted wage range is the starting wage range only. The full range for the position is \$34.98 - \$42.62/hour and will increase each year for longevity and cost of living adjustments.*

Essential Functions

- Oversee annual budgets and funding sources for a complex, \$80 million annual budget, including budget preparation and execution, expense and revenue reporting, Community Investment Program (CIP) planning/financing, Special Improvement Districts (SIDs), municipal bond financing, grant and loan applications/funding, expenditure and revenue projections, and governmental auditing processes.

- Confer with the department director and other stakeholders on fiscal oversight of the department, and the planning and implementation of services, activities, and programs.
- Oversee accounts receivable and accounts payable functions, including monitoring purchasing procurements and contracts, approving and/or preparing invoices for approval, overseeing processes related to monitoring and reconciling transactions, etc.
- Supervise various utility billing and accounting staff, including assigning and reviewing work, performance evaluations, and training; participate in hiring, discipline, and termination decisions; provide support by correcting deficiencies, and building strengths to ensure effective working relationships.
- Maintain Water, Wastewater, and Stormwater five-year proformas to ensure accurate fund balance projections, future funding needs, and financial management policies.
- Support efforts to increase sustainability and fiscal stewardship within the department.
- Research, analyze, and interpret collected data for a variety of areas within the department.
- Assist in the development of the strategic plan for the department, including assessing necessary service levels, and financial planning; advise options and best practices to optimize efficiencies.
- Develop and implement policies, goals, and objectives to meet the City's strategic priorities; prepare and review ordinances, referrals, and/or resolutions.
- Coordinate with staff from local and state agencies regarding funding sources and other financial functions, policies, and procedures.
- Ensure department and/or projects adhere to the required regulations, policies, and procedures.
- Serve as project coordinator, manager, and/or liaison for the department in City Council, interdepartmental, community, and other professional meetings.
- Lead and organize the Utility Service Appeals Committee to ensure equity through the utility billing processes.
- Perform various department specific projects and/or functions to ensure effective and efficient operation of the utility billing and financial units of the department.
- Respond to various public complaints and queries.
- Perform other duties, as assigned.

Knowledge, Skills and Abilities

- Knowledge of business administration policies, procedures, and practices including procedure development and implementation, staff supervision, training, and evaluating the effectiveness and efficiency of department programs.
- Knowledge of or the ability to learn public administration principles and practices, including strategic planning, Generally Accepted Accounting Principles (GAAP), financial analysis, auditing, reporting, budgeting, and collective bargaining agreements.
- Knowledge of contract and grant administration principles and procedures, including preparing, developing, and interpreting contracts/agreements, and auditing practices.
- Knowledge of various project management principles, procedures, and techniques.
- Knowledge of and ability to promote and ensure compliance with department safety considerations and City safety policies.
- Skill in financial planning, labor and indirect rate setting and revenue enhancement strategies.
- Skill in conducting research, performing statistical, content and/or cost-benefit analysis and evaluating options based on findings.
- Skill in managing various complex and diverse programs or projects.
- Skill in operating office equipment, various computer software and databases, including Microsoft 365, and the ability to learn job-specific applications and equipment.
- Skill in communicating, in person and writing, with the proven ability to establish and maintain effective working relationships with diverse individuals.
- Ability to develop and implement various policies, procedures, and guidelines (e.g., budgetary, financial, managerial, etc.)
- Ability to address public inquiries and complaints, problem-solve, and resolve conflicts with facilitating outcomes while maintaining a calm demeanor.
- Ability to maintain and exhibit integrity and discretion in handling confidential and sensitive information.
- Ability to maintain current knowledge, developments, and trends related to specific area of focus and/or assigned projects.
- Ability to learn departmental and City of Missoula practices and procedures, including the ability to understand and interpret various federal, state, and local laws, ordinances, regulations, polices, and guidelines related to specific area

of focus.

Working Conditions:

- Work environment may involve occasional exposure to unavoidable seasonal weather conditions, occupational hazards, and construction hazards, which require basic safety precautions.
- Position may require on-call and/or overtime shifts, as needed.

Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to seven (7) years' experience in office management, financial planning and analysis, or another relevant field, including prior supervisory experience.
- Public Sector experience, preferred.

Agency

City of Missoula

Address

435 Ryman Street
Human Resources
Missoula, Montana, 59802

Phone

406-552-6130

Website

<https://www.ci.missoula.mt.us/>

Business Finance Manager Supplemental Questionnaire

QUESTION 1

Why are you interested in the Business Finance Manager position?

* Required Question