

# A GUIDE TO WRITING JOB DESCRIPTIONS

## FINANCE OPERATIONS MANAGER



A standard job posting for a Finance Operations Manager will cover the primary responsibilities and the skills and knowledge necessary to be successful in the role. A well-written job posting will have a strong focus on ethics, long-term planning, and an emphasis on building a collaborative environment. You should also include values that help identify a candidate who prioritizes building trust with the public. The accounting manager will be the chief accountant and manage all accounting and financial reporting functions.

GFOA developed this checklist to guide you through the process of writing a job posting that will highlight the strengths of your community and finance office, and allow you to hire an individual with a long-term vision, excellent leadership skills, and strong ethics. As you write the job description, consider it as an opportunity to promote your community and organization's values. Highlight the opportunity the position presents, and how a finance manager fits within the overall leadership structure of the organization.



### Finance Operations Manager Description Checklist

#### Does the description address the organization's mission, vision, values, and goals?

##### ☐ General Overview of the Role

- Description of community, employer, and department
- Emphasis on [leadership](#), [ethics](#), and financial sustainability
- Promote principles described in GFOA's Financial Foundations Framework (FFF)

##### ☐ Your job description should seek candidates who value the following:

- Open communication with staff and the public
- Trust/open communication
- Collective decision-making
- Public input/engagement



#### *Writing Prompt:*

In this section, you should take the opportunity to promote the strengths of your community to a wider audience. A qualified candidate will see past the salary and benefits, and focus on the characteristics of the mission of the organization to evaluate if it is a good match with their personal goals.

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- Financial sustainability
- Transparency
- Equity
- Procedural justice

*Questions or comments about this document? Contact us at [certification@gfoa.org](mailto:certification@gfoa.org). Created August 2020.*

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Is there importance placed on ethics and leadership in the description?

### □ Primary Responsibilities

- Topic Areas to Oversee
  - Manage Revenue & Accounting Divisions
  - Manage Debt Service
  - Prepare Quarterly Expense Reports
  - Reconcile Investments and Debt Accounts
  - Calculate Quarterly Interest Allocation
  - Track Fixed Assets
  - Produce Grant Claim for CDBG
  - Collaborate for budget prep
  - Produce quarterly Measure Y (G) report Track revenue trends
  - Assist with Cost Allocation Plan
  - Year-End reports and journal entries
  - Liaison for External Audit
  - Prepare State Controller's Office reports
  - Prepare County reports
  - CAFR preparation
- Supervision of Staff
  - Accountants
  - Accounts Payable



### *Writing Prompt:*

Prioritizing equity, diversity, and inclusion in the narrative is key to identify an individual that will treat all staff and residents with respect. The themes from the Code of Ethics can be used throughout the description.

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**Are the skills and knowledge required for the position based on current research and practices?**

**Is the candidate expected to improve their understanding of public finance while in the role?**

### □ Skills and Knowledge

- Knowledge of principles and practices of management necessary to plan, organize, direct, manage and evaluate financial and administrative operations
- The theory, principles, practices and application of governmental budgeting and accounting
- Principles and practices of public administration, organization, budget, management analysis, supervision, personnel management, modern information systems and organizational development
- State and Federal laws, rules and regulations impacting governmental financial accounting and budgeting
- Plan, organize, manage and evaluate the financial and administrative operations of a diverse county agency
- Analyze and evaluate complex financial, budgeting and administrative problems and develop and implement effective solutions
- Interpret and apply provisions of federal, state and local legislation, rules and regulations pertinent to the administration of agency policies and programs
- Prepare clear and concise reports and correspondence.
- Demonstrate skills through certification (CPFO)
- Build Trust and Open Communication with the community and employees
  - Create Open Lines of Communication
- Use Collective Decision Making

### *Writing Prompt:*

A collaborative work environment is a sign of a healthy office culture. Motivated professionals look for employers that embrace communication and are willing to invest in the continuing education of staff.

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- Engage Key Stakeholders
- Continuing [GFOA Education](#) and Training Principles

□ **Remember to include the basic requirements of the position and application process.**

- Location, salary and benefits, required documents, submission process, and deadline
- Required experience, education, certifications
- Any residency requirement



***Writing Prompt:***

The details in this section are unique to your organization and the role.



### Examples of Ethics and Financial Foundations in a Description

Your job description should seek candidates with experience in the following:

#### Technical Skills

- Developing long-term budgets, long-term revenue and expenditure forecasts
- Balancing long-term and short-term concerns in decision-making
- Leading cross-departmental teams to make organization-wide decisions/recommendations
- Developing citizen surveys, utilizing survey results to inform decision-making
- Identifying/developing data sources (or collecting data) to help inform financial decision-making
- Developing and implementing financial policies
- Developing systems to monitor budget performance and/or other financial activity
- Analyzing cost-effectiveness of programs/initiatives
- Developing and utilizing transparent processes for allocating resources

#### Soft Skills

- Working with citizens/constituents to get their feedback on resource allocation decisions
- Increasing the public's trust (or stakeholders' trust) in local government
- Communicating technical/financial information in a non-technical manner (or in non-technical language)
- Coordinating diverse stakeholders to establish/develop long-term plans, including financial or strategic plans
- Conflict resolution
- Engaging the public
- Building trust
- Promoting collaboration



### Suggested Interview Questions

- For any of the values: How do you promote [insert value] in your day-to-day work? How does [insert value] inform your decision-making? How do you exhibit [insert value] in your professional life?
- Tell us about a time when you were asked to do something that conflicted with one of your values and how you handled the situation. (Admittedly, this is a tough question!)
- Why do you think public engagement is important for the finance/budget office?
- What are some ways to engage the public that go beyond just holding a public hearing?
- Why do you think some citizens/constituents do not engage with their local government? What are some ways to overcome their reticence?
- Why do think it is important for the public to have trust in their local government?
- What are some ways that the finance/budget office can help increase the public's trust in local government?
- What role can the finance/budget office play in increasing equity in [insert jurisdiction]?
- Why do you think it is important for the budget/finance office to make decisions in a transparent manner? What is transparency important internally and externally?
- Can you tell us about a time when you reviewed/developed/implemented financial policies [or procedures]? Describe the process/approach. What was the outcome?
- What are some ways you have promoted collaboration either/both internally and externally?
- Tell us about a time when you made a mistake and how you handled it. How did you recognize and correct the mistake? What did you learn from the experience?
- Why do you think it is important for an organization to have financial policies in place? What are some benefits of implementing financial policies?
- Why do you think it is important for local governments (or the finance/budget office) to make decisions based on data? What are some barriers to this approach? What are some ways to overcome these barriers?
- Why do you think it is important for local governments to engage in long-term financial or strategic planning?
- What are some ways that local governments can link their financial and strategic plans?