



JOB DESCRIPTION

Job Title: Municipal Finance Manager
Reports to: Director of Finance
Department: Finance

Wage/ Status: Exempt
HR Revised: December 2025

General Job Summary

Under the supervision of the Director of Finance, the Municipal Finance Manager performs and provides a high level of professional work in the area of accounting and financial operations. The Municipal Finance Manager will also research, analyze, and interpret financial data and trends; review and document financial systems and procedures; perform, monitor, and/or assist with financial processes for Accounts Payable, Accounts Receivable, Annual Budget, Payroll, Utility Billing, and the General Ledger. Other duties include coordinating and assisting with the annual audit and supervising assigned personnel.

Essential Qualifications

Education/Certification:

- Bachelor's degree in Accounting, Finance, or related field.
- Designation as a Certified Public Accountant (CPA) and/or Certified Government Financial Officer (CGFO) is highly desired.
- Current or previous Government Finance Officers Association (GFOA) or Government Finance Officers Association of Texas (GFOAT) membership preferred.

Experience:

- At least six years of professional accounting experience with four (4) years of progressively responsible related experience in municipal government.
- Previous supervisory experience desired.
- Experience with governmental accounting ERP software.
- Strong organizational, communication, and interpersonal skills.
- Ability to complete a criminal background check, with acceptable results, as determined by the Town of Westlake. Fingerprinting may be necessary due to possible interactions on the Westlake Academy campus.

Knowledge, Skills, and Abilities:

- Extensive knowledge of Municipal finance operations.
- Knowledge of accounting and basic office practices and procedures, including Forms W-2, 941, W-9, and 1099 IRS regulations and reporting.
- Knowledge of financial reporting requirements established by Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and the Governmental Accounting Standards Board (GASB).
- Experience with utility billing and related reconciliations.
- Skill to reconcile accounts and develop approaches and techniques to resolve problems and troubleshoot variances.
- Skill with Microsoft Excel (intermediate or advanced), including the ability to set up spreadsheets, calculate, and tabulate data.
- Ability to compile, maintain, and file all reports, records, and other documents required, including auditable records.

- Ability to analyze and evaluate accounting problems and recommend improved procedures.
- Demonstrate a high level of integrity, dependability, and a results-oriented work ethic.
- Ability to speak and deal tactfully with others, exhibit a willingness to share information, and present publicly to Town Council or other affiliate boards.
- Ability to exercise sound judgment, decisiveness, and creativity in various situations.
- Ability to identify and implement process improvements.
- Ability to demonstrate a collaborative and flexible style, especially during times of change.

Performance Responsibilities:

General Expectations for All Employees:

For our Westlake team to serve our customers (internal and external) with superior services that are accessible, efficient, cost effective, and transparent, we hold these expectations for all employees:

- Learn and demonstrate an understanding of how team, department, and Town (municipal & academic) goals are interconnected.
- Contribute to a positive work culture and maintain confidentiality.
- Ability to assess personal work performance and/or the work performance of the team.
- Contribute to the development of others and/or the overall organization.
- Ability and willingness to work in a collaborative environment to demonstrate team skills, and to perform a fair share of team responsibilities.
- Ability to continuously learn and develop through a mix of internal and external training opportunities, and when applicable, encourage and/or mentor teammates to do the same.

Duties and Responsibilities:

- Participate in and manage the work of the Municipal accounting staff engaged in the preparation, maintenance, and control of accounting functions, including accounts payable, accounts receivable, payroll processing, annual budget preparation, review and reconciliation of the general ledger revenues, expenditures, assets, and liabilities.
- Attend Town Council and/or Board of Trustees meetings to provide support to the Director of Finance as needed.
- Review monthly bank statements and quarterly investment reports.
- Review monthly, quarterly, and year-end processing (subsystem processing).
- Oversee the reconciliation of general- and business-type fixed assets and debt related to Capital Projects (i.e., bonds vs. cash, etc.).
- Perform audits of internal accounting and financial systems and produce reports of findings, including recommendations for improvement.
- Prepare difficult and complex financial and administrative reports, including illustrative charts and graphs in paper and/or presentation-graphics software formats.
- Develop and maintain informational databases and related reports.
- Review professional standards for governmental reporting and recommend methods of implementation.
- Review and collaborate on recommendations regarding financial and accounting procedures used by other departments.
- Manage, coordinate, and perform work necessary to implement new financial reporting requirements from the Governmental Accounting Standards Board (GASB) and/or State regulatory agencies.
- Manage, coordinate, and perform work, in collaboration with the Director of Finance, with the annual budget process, including award submission to the Government Finance Officers Association (GFOA) and others as necessary.
- Receive, research, and follow-up on accounting-related inquiries, including assistance and collaboration with Department Heads, the Town Manager's office, and other staff team members as needed.

- Assist with the preparation of reports, agenda memos, and resolutions for presentation to the Town Council.
- Assist with the coordination and performance of work necessary to prepare for the annual external audit, including audit confirmations, prepared by client (PBC) schedules, variance testing, and audit review, and prepare financial statements for the Municipal Annual Comprehensive Financial Report.
- Coordinate and assist with responses to the audit management letter, ensuring internal and external recommendations are properly and timely implemented.
- Assist with research, analysis, and interpretation of financial accounting systems, identifying possible weaknesses and recommend improvements.
- Lead or actively participate in projects of continuous improvement and in organizational-wide projects and initiatives including Town-wide trainings, meetings, and special events, including setup, presentations, documentation, and customer service delivery.
- Assist in the development and implementation of department goals, objectives, and policies.
- Maintain strict confidentiality of all accounting, payroll, benefit, and other sensitive information.
- Establish, update, and enforce financial policies and procedures.
- Performs other accounting duties and special projects, as needed.

Other Duties:

- As assigned by supervisor.

Evaluation:

Performance of this job will be evaluated at least annually by the Director of Finance.

Supervisory Responsibility:

Manage Municipal Accounting staff.

Physical Demands/Environmental Factors:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tools/Equipment: Standard office equipment including personal computer and peripherals. Requires the ability to maintain effective audio-visual discrimination and perception for making observations, operating assigned equipment, and communicating with others.

Posture: Prolonged sitting, occasional standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motion; frequent keyboarding and use of a mouse; regular walking, grasping/squeezing, wrist flexion/extension and reaching.

Lifting: Occasional light lifting and carrying (less than 15 pounds).

Environment: Work inside, may work outside.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; may work prolonged or irregular hours.

Disclaimer:

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

I have read and understand this explanation and job description.

Employee Name: _____ Date: _____
(Please print)

Signature: _____