

Metropolitan King County Council

Classification Specification



Position: Business and Finance Manager	FLSA: Exempt
Department/Site: Council Administration	Salary Grade: 127
Council Approved: March 27, 2019	Updated: September 13, 2024

Summary

The responsibilities of this position include conducting revenue and expenditure forecasting, developing and recommending budget plans, systems and/or models, overseeing accounts payable and receivable systems including monitoring purchase orders, performing audits and performing other related functions that contribute to management and policy decisions related to financial recommendations for the Legislative Branch. The position will also be responsible for PeopleSoft query management, report writing related to budget preparation and submission and be the primary back-up for the Chief Operating Officer. The Business and Finance Manager is an at-will position.

Distinguishing Career Features

The Business and Finance Manager requires a sufficient understanding of business administration, administrative support, budget, payroll and human resource functions. The Business and Finance Manager demonstrates the ability to oversee variety of administration, business and budget processes. The position reports to the Chief Operating Officer.

Essential Duties and Responsibilities

- General budget support to the Chief Operating Officer, council district offices and Independent Agency Managers. Responsible for tracking expenditures monthly, forecasting budget projections and preparing financial models as requested.
- Serve as the subject matter expert for the Legislative Branch in report writing and special report requests with the Business Resource Center for Oracle and PeopleSoft query reports. Respond to Legislative Branch budget related requests from management.
- Consolidate and summarize budget recommendations for the annual budget process and Legislative Branch Omnibus requests.
- Prepare pertinent Power Point presentations and other reports using spreadsheet software.
- Work with individual council offices and Independent Agencies to create customized reports; assist with compiling and maintaining data to support these efforts.
- Track special project requests for Council Administration ensuring funds are available for recommendations made to the Council Chief of Staff and Council Chair.
- Manage day-to-day activities related to the Legislative Branch budgets including monitoring purchase orders and ensuring applicable procurement laws and regulations are followed.
- Prepare program cost analysis, with recommendations to the Chief Operating Officer and Chief of Staff for Council consideration.
- Participate in multiple special and confidential projects as assigned by the Chief Operating Officer.
- Research, compile, maintain and review annual reports for the Chief Operating Officer.

- Conduct and/or participate in hearings and meetings, plan and develop presentation materials.
- Implement federal, state and local laws, policies and procedures. Participate and provide information to the State Auditor as requested during the annual County audit.
- Provide back-up for major operational responsibilities including human resources, Accounts Payable, Contracting, Payroll, and Facilities Management.
- Serve as a member of the Operations Management Team.
- Represent council on King County financial committees and workgroups in the Executive Branch.
- Create fiscal adjustments as needed for council admin, district offices and independent agencies.
- Develop cooperative working relationships with elected officials, finance administrators, and representatives of other King County agencies.
- Assist the Chief Operating Officer on the development of the Legislative Branch budget. Work with the Executives budget office on data input.
- Provide support to the Flood Control District preparing financial monitoring for the Flood Control Executive Director, prepare quarterly billings for the Flood Control District Executive Committee and responding to requests for information for the annual financial audit.
- Exhibit tact and sensitivity when dealing with public, staff and elected officials.
- Provide confidential administrative services to the Chief Operating Officer and other Legislative Branch agencies as needed including the following: arrange and scheduling meetings, preparing written reports, correspondence and related materials, consult on travel and purchasing requirements and other duties as assigned.

Qualifications

Knowledge Skills and Abilities:

- Well-developed knowledge of Legislative Branch programs, funding sources, policies and requirements.
- Working knowledge of federal, state and local audit requirements for financial administration.
- Working knowledge of the legislative process.
- Working knowledge of basic principles of supervision.
- Skill in interpreting contract provisions.
- Skill in team or group facilitation.
- Working knowledge of public sector budgeting, finance, managerial and financial accounting.
- Working knowledge of analytical and management systems.
- Knowledge of financial information systems.
- Working knowledge of agency business.
- Skill in assessing the financial impact of alternative decisions.
- Skill in structuring financial models.
- Skill in oral and written communications including public speaking and detailed report writing.
- Well-developed interpersonal skills.
- Skill in organization and planning.
- Skill in time management and project management.
- Advanced skill in Microsoft Excel.
- Applies equity and social justice principles in day-to-day work and interactions.

Education and Experience

The position typically requires an bachelor's degree in business administration, finance or related discipline and/or three years related professional level experience that clearly demonstrates the ability to perform the job duties of the position. Additional experience in a legislative and/or environment or working with elected officials may substitute for some higher education.