CITY OF SAN ANTONIO
An Equal Opportunity Employer

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COMPLIANCE AND RESOLUTION MANAGER
FINANCE DEPARTMENT

The City of San Antonio Finance Department is recruiting for a Compliance and Resolution Manager who is responsible for planning, organizing, directing, investigating, and conducting reviews of citywide policies and procedures, along with assessing contract performance, operational, contractual, and statutory compliance. This position works under the direction of the Compliance and Resolution Administrator and leads compliance and resolution staff and/or accountants in performing project steps and procedures to establish and maintain a strong internal control environment. This position is responsible for performing field work in the investigation and collection of revenues and exercises functional supervision over professional and administrative staff.

Essential job functions include, but are not limited to, the following: Coordinates with Finance Department and other departments on compliance and resolution issues. Conducts or participates in special investigations, projects, and programs requested by the City Manager's Office and/or Department Directors. Performs reviews of assigned revenues to determine compliance with applicable contractual or statutory requirements and accuracy of payments to the City. Performs a review of procedures as assigned to include identifying and defining issues; developing criteria; collecting, reviewing, analyzing, and verifying evidence and preparing working papers to document review steps performed, conclusions and results. Reviews policies and procedures, evaluates complex management controls, identifies control weaknesses, and formulates recommendations to improve the internal control environment. Determines review objectives and designs review programs to satisfy these objectives. Develops review project summaries, scope, objective, and methodology with related resource allocation, budget, and time schedule. Performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of governmental auditing and accounting standards; Federal, State and local laws, ordinances, policies, procedures and regulations pertaining to audits; and auditing standardization of working paper procedures and techniques for both manual and automated environments. In addition, candidate must have the ability to read and analyze audit data, documents and reports, ability to communicate clearly and effectively, both verbally and in writing and the ability to establish and maintain effective working relationships with City staff and the general public. This position requires that the successful candidate possess: a Bachelor's Degree from an accredited college or university with major coursework Business Administration with a concentration in Finance, Accounting, or related filed; and, five years accounting or auditing experience to include three years supervisory experience. A valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas; and working knowledge of applicable federal, state and local laws and regulations. All job offers are pending satisfactory results from pre-employment drug testing and reference, background and credential verification.

Salary is dependant on experience and qualifications. Benefits include subsidized healthcare