CITY OF SAN ANTONIO
An Equal Opportunity Employer

506 Dolorosa, San Antonio, Texas 78204
(210) 207-6197 Job Line (210) 207-7280
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FINANCIAL MANAGER
FINANCE DEPARTMENT

The City of San Antonio Finance Department is recruiting for a Financial Manager who reports to the Financial Services Administrator and is responsible for assisting in overseeing the daily activities of the Financial Management Division, to include debt administration, investment portfolio management, banking services and financial analysis and exercises direct supervision over assigned professional and administrative staff.

Essential job functions include, but are not limited to, the following: Assists in administering and managing the activities of the Financial Management Division. Oversees the daily cash flow activity and investment process. Performs professional-level quantitative and technical analysis, computer modeling and spreadsheet construction depicting financial structuring, investment, and banking services options. Assists financial advisors, bond counsels, and investment banking underwriters in coordinating, analyzing, calculating, collecting information, reviewing documents and developing a strategy for each bond issuance which includes the production of bond offering documents and rating agency materials. Assists in preparing Bond Disclosure Reports, Continuing Disclosure of Financial Information and Operating Data Reports, Book of Debt Service Schedules, Fund Balance Reports, Quarterly Investment Portfolio Reports, and Market Update Reports. Researches, analyzes and prepares supporting documentation in coordination with professional and management staff of various City departments, City Attorney's Office, and Bond Counsel to provide guidance on appropriate funding sources and fiscal impact for City ordinances. Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established COSA policies, procedures, and guidelines. Performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of investment and portfolio management, knowledge of financial analysis and management concepts such as cost analysis, scenario presentations, present value and investment analysis, knowledge of automated financial systems. In addition, candidate must have the ability to interpret and analyze complex financial problems, documents and reports, ability to prepare quantitative and technical analysis, computer modeling and financial structuring, 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 required that the successful candidate possess: a Bachelor's Degree from an accredited college or university with major coursework in Business Administration with a concentration in Finance, Accounting, Economics or related filed; a Master's Degree is highly desirable, five years of experience increasingly responsible experience in finance, economics, accounting or investments to include three years of supervisory experience; and 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 coverage, retirement plan, life insurance, paid leave, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Candidate information will be accepted until filled. Apply with cover letter, resume (detailing work and education history) with contact information to: City of San Antonio Finance Department, Attention: Renee Navarro, Human Resources Generalist, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Finance Department located at 506 Dolorosa, City Hall Annex, downtown San Antonio; or e-mailed to financerecruitment@sanantonio.gov.

For additional information, contact Renee Navarro at (210) 207-6197.