

FINANCE MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Finance division within the Administrative Services Department including accounts payable, accounts receivable, and general ledger reconciliation; to ensure regulatory compliance and coordinate audit and budget activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Administrative Services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct Finance division activities and coordinate activities with other divisions and departments; prepare, monitor, forecast and analyze finance information, financial processing, reporting and record-keeping.

Direct, oversee and participate in the development of the Finance division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the budget; assist with and coordinate divisional budget needs; participate in the forecast of additional funds needed for staffing and mid-year adjustments; administer and implement the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Review and ensure accuracy and completeness of accounts payable and accounts receivable records including oversight, processing and management of cash, purchase orders and general ledger reconciliation and analytics; prepare, interpret, explain and analyze complex financial statement, reports and analyses.

Ensure regulatory compliance with governmental accounting standards; coordinate annual audit ensuring timely completion, completeness and accuracy of data for auditors; responsible for

communications with auditors.

Support City staff with finance needs and information including account selection, running of reports, accounts receivable collections, grant reimbursement requests and compliance requests and other needs.

Conduct a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies and procedures as appropriate.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence; oversee use of the financial software used by the City including working with the vendor and City IT to resolve issues and ensure access.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of municipal governmental accounting, processes for accounts payable and receivable, cash management, invoicing, forecasting, budgeting, auditing and reconciliation of accounts.

Principles and practices of municipal governmental financial management and reporting methods, policies and procedures.

Automated accounting, information and recordkeeping systems and methods of financial projections.

Methods for preparation of and analyzing complex financial statement, reports and analyses.

Criteria of GAAP (Generally Accepted Accounting Principles) and GASB (Governmental Accounting Standards Board).

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the Finance division operations.

Prepare, interpret, apply, explain and analyze complex financial statement, reports and analyses.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in management, or administrative accounting, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, finance, accounting, economics or a related field. A Master's degree is preferred.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Certification as a Public Accountant is desired.