

FINANCE MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under direction and in accordance with accepted accounting principles and procedures, manages City financial activities, systems, and programs in such areas as general accounting, accounts payable, and payroll; provides expert professional assistance to City management staff in areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This class, under the direction of the Finance Director, is responsible for managing assigned financial functions and performing complex accounting and analysis work to accurately record and report the City's financial condition. Responsibilities include financial planning, budget forecasting, and supervision/management of staff. This class differs from the Accountant in that the Accountant is the professional level class in the series and is responsible for performing complex, professional accounting; and, while the Accountant class can supervise, it is not responsible for managing whole sections of the Finance Department.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develop and direct the implementation of goals, objectives, policies, and work standards for assigned areas of responsibility.
- Plan, schedule, assign, supervise, and review assigned fiscal activities and programs.
- Review, develop, and modify accounting methods, procedures, and systems to achieve improvements and maximize the effectiveness of audit controls.
- Ensure that accounting, budget, and audit controls and systems are in compliance with State, Federal, and local rules and regulations.
- Plan, organize, assign, direct, review, and evaluate the work of assigned staff; assist the department director with employee selection, evaluation, development, and training.
- Compile information for and coordinate the preparation of the City budget documents.
- May assist with the investment and cash management programs for the City and the Fire District; monitor the financial activities of the City's risk management programs.
- Supervise the preparation, implementation and maintenance of fixed asset accounting and inventory control systems.
- Supervise and monitor special program accounts, including grant programs, special assessments, capital projects, internal service, and enterprise funds.
- Prepare and develop formats for the preparation of various financial reports of the City.
- Coordinate the preparation of external audit materials and assist external auditors in the fiscal year review.

- May assist with working with outside financial advisors and the investment banking community in developing capital financing for the City, as necessary.
- Assist in monitoring developments and legislation related to financial matters to ensure compliance of City accounting procedures, evaluate their impact upon City financial operations and programs, and make recommendations for policy and procedure improvements.
- Provide information concerning City financial policy and procedures to City employees, other public agencies and the public.
- Perform analysis on current employee fringe benefits, retirement, worker's compensation and other insurance programs; maintain current knowledge of all City insurance coverages; make recommendations for appropriate changes in coverages.
- Confer with City departments to ensure the maintenance of appropriate statistical records and procedures.
- Review and track the collection of all revenues due the City and ensure proper integration into the general accounting systems.
- Assist in the monitoring of bond indenture requirements on the City's long term debt, which may include mortgage revenue bonds.
- Prepare a variety of periodic and special financial and other reports as required; perform work on special projects as assigned.
- Act in the absence of the Finance Director.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of general fund and government accounting.
- Principles and practices of business data processing particularly related to the processing of accounting information and the interpretation of input-output documents.
- Laws regulating public fiscal operations.
- Principles of budgetary administration and control.
- Principles and practices of effective employee supervision, including selection, training, evaluation, and discipline.

Ability to:

- Plan, organize, assign, direct, review, and evaluate the work of accounting professional, technical, and support staff.
- Review and verify the accuracy of financial data and information and associated legal documents.
- Analyze, evaluate, and reconcile complex financial data to arrive at accurate conclusions and recommendations.
- Prepare clear, concise, and complete financial reports and other correspondence, recommending improvements in accounting methods and procedures.
- Interpret complex financial rules, regulations, and ordinances.
- Make sound independent judgments within established guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Minimum Qualifications:

Education and Experience:

A Bachelor's degree from an accredited college or university with major in accounting, business administration, or closely related field and one of the following experience patterns:

- 1) Five years of increasingly responsible private sector accounting experience preferably including some supervisory experience; or
- 2) Three years of experience in an accounting or financial management supervisory position, preferably in a public agency setting.

License Requirement:

Some positions may require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

May require evening or weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Finance Manager	5/2005	Became Conf. 7/07		6209	Exempt	3

APPROVED: _____
Human Resources Director

Date: _____