



## FINANCE MANAGER

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under general direction, this position assists in planning, managing and directing the operations and services of the Finance Department; coordinates Department activities with other City divisions, departments, consultants or outside agencies; provides responsible and highly complex staff support to the Finance Director; and performs related work as assigned.

### **Classification Characteristics:**

The Finance Manager provides management level leadership to Finance Department staff. This position exercises direct and indirect supervision over professional, technical and office staff. The Finance Manager is expected to perform the most complex accounting duties assigned with the department.

### **Essential Functions:**

- Direct, oversee and participate in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; review and evaluate work product, methods and procedures.
- Oversee and participate in the development of the Finance Department budget; participate in the forecast of necessary funds for staffing, materials and supplies; discusses and resolves budget issues with appropriate staff; administer the approved budget and related contracts.
- Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Participate in the selection, orientation, training and evaluation programs for Finance Department personnel; provide or coordinate staff training; identify and resolve staff deficiencies.
- Attend and participate in organizational and community meetings as necessary; respond to and resolve community and organizational inquiries and complaints.
- Oversee and participate in the development and administration of the City budget; consult and advise staff on financial policies; monitor budgetary activities; ensure adherence to appropriate accounting and control procedures and documentation.
- Participate in the development and implementation of Finance Department goals, objectives, policies and priorities for each assigned service area.
- Assist in monitoring and evaluating legislative, regulatory and other governing body rulemaking changes that may have financial impact on the City; prepare various financial reports as required by law; prepare various financial reports and analysis as requested by the Finance Director and/or City Manager.

- Analyze budget expenditures for various City departments and projects to determine availability of funds; research and analyze transactions to resolve budget problems.
- Develop and monitor internal controls for accounting and financial operations; review and recommend improved accounting procedures and implements appropriate procedures to minimize vulnerability to fraud, waste, or abuse.
- Coordinate the utilization of enhancements to the computerized financial information system; provide accounting and computer support and assistance to City departments including preparation of computerized management reports detailing all accounting transactions.
- Act as liaison to other City departments, auditors, other agencies and the public regarding general accounting activity.
- Perform other related and peripheral duties as required and necessary for the successful performance of this job.

**Qualifications:**

Knowledge of:

- Advanced principles and methods of finance administration, governmental and special district accounting, budgeting, auditing and treasury management.
- Principles and practices of municipal budget administration.
- Investment procedures and cash management techniques.
- Methods and techniques of supervision, training and motivation.
- Applicable Federal, State and local laws, codes and regulations.
- Automated system capabilities and limitations, including mainframe and personal computers.

Ability to:

- Select, supervise, evaluate, train and motivate assigned staff.
- Analyze and interpret financial, investment and accounting records.
- Prepare and administer a municipal budget.
- Establish and maintain effective financial controls.
- Prepare clear, concise and complex administrative and financial reports.
- Prepare complex financial and investment statements, reports and analyses.
- Communicate clearly and concisely, both orally and in writing.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Exercise sound independent judgment within established guidelines.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Five years of increasingly responsible experience in municipal finance, including at least two years at a lead or supervisory level.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a closely related field.

**Working Conditions:**

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required when providing phone and in-person service. Near vision is required for reading correspondence, statistical data and using a computer. Lift and carry files and documents weighing up to 25 pounds.