

FINANCE MANAGER**Definition**

Under administrative direction of the City Manager, plans, organizes, oversees and performs professional-level work for all City financial functions, including budget development and administration, financial record keeping and reporting; revenue collection, utility billing, city clerk, payroll, and customer service; provides complex administrative support to the City Manager; and performs related work as required.

Class Characteristics

The Finance Manager administers and personally participates in all financial support functions for the City. The incumbent coordinates the activities of the department with those of other City departments and local agencies to provide required services in an efficient, effective and economical manner. Attend all Council Meetings and direct Deputy City Clerk on Planning Commission Meetings.

Examples of Duties (Illustrative Only)

- Plans, organizes, administers coordinates and evaluates the work of the department in accordance with applicable laws, codes and regulations, accepted accounting and financial record keeping and adopted goals and objectives.
- Directs and coordinates the development and implementation of goals, objectives and programs for the department; develops operating policies, procedures and work standards to ensure that the goals and objectives are met.
- Confers with the City Manager and coordinates the development and implementation of the annual operating and capital improvements budgets for the City; processes budget transfers, expenditures and purchases; produces periodic budget status reports for the Council and operating departments.
- Maintains financial, investment, accounting and statistical records for the City; prepares and posts journal entries; prepares periodic and special reports, including state and federal tax reports.
- Oversees all utility billing, revenue collection and revenue accounting processes; reviews or prepares back deposits and reconciles bank statements.
- Works with external auditors for the annual City audit; provides information and modifies operations and processes as required.
- Oversees and performs the work of the City Clerk function; directs the maintenance of official City records; directs the preparation and distribution of Council and commission agendas, legal notices and minutes of Council and commission meetings.
- Coordinates and performs all City payroll and employee benefit functions; maintains payroll and tax and records and files.
- Coordinates formal bidding procedures for the City, including notification, bid openings and awards and contract payment.
- Oversees customer service and support activities for the City; maintains records of and resolves customer complaints and issues.
- Interprets regulations, codes, policies and procedures to staff; ensures consistency of application.
- Directs and trains staff on utility billing, payment and service record activities; authorizes delinquent collections and service disconnection as required.

- Monitors legal, regulatory and technological changes that may affect the work of the department; recommends equipment acquisition, training programs and procedural changes to ensure the provision of services to the community in an effective, efficient and economical manner.
- Prepares a variety of correspondence, reports, procedures and other written materials.
- Develops and maintains effective working relationships with representatives of other local agencies, funding sources, vendors, City employees and the public.
- Attend City Council Meetings.

Qualifications

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of work organization, staff supervision, training, professional development and work review and evaluation.
- Functions, services and funding sources of a full-service City.
- Accounting, auditing and financial record keeping principles and practices, particularly as related to fund accounting and public agency accounting practices.
- Payroll principles and practices, including payroll, employee benefits and related record keeping and reporting requirements.
- Principles and practices of budget development and administration.
- Applicable laws, codes, ordinances and regulations.
- Computer applications related to the work.
- Standard office practices and procedures.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of the department.
- Planning, organizing, supervising, reviewing and evaluating the work of assigned staff and providing for their training and professional development.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Assisting in developing and administering operational and capital improvement budgets for the City.
- Preparing and maintaining detail and accurate financial, budgetary, accounting, personnel and statistical records and reports.
- Performing detailed and responsible office support work.
- Interpreting, applying and explaining complex laws, regulations and ordinances.
- Making sound, independent decisions within general policy and legal guidelines.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Maintaining and directing the maintenance of accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four year college or university with major course work in finance, accounting or a field related to the work and five years of professional-level accounting experience, preferably in a public agency setting. Experience in supervising staff is highly desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.