



## **FINANCE MANAGER**

Salary Range: M/153

### **DEFINITION**

This position exists to: oversee the work of staff and perform more complex accounting duties in the areas of general ledger, budgeting, accounts payable, accounts receivable, cash reconciliations, payroll, fixed assets and purchasing; provides financial oversight, analysis and supports the preparation of the Town's annual budget in coordination with other departments; and provide highly complex financial analysis and assistance to the Finance Director.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Finance Director and exercises direct and indirect supervision over professional, technical and clerical staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Meets with assigned staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Plan, develop, and manage special projects at the request of the Finance Director to include problem identification, research, analyzing options, statistical analysis, written and oral presentations of recommendations, and implement changes within strict time frames.
- Reconcile financial records to bank statements; perform calculations, verification of data and cash data entry on a daily basis to match cash receipts to revenue budget.
- Develop and implement goals, objectives, policies and priorities related to the Finance Department.
- Provides support to the preparation, implementation and control of the Town's annual operating and capital improvement budgets.
- Provide administrative and financial support and assistance to Town departments.
- Leads efforts to complete timely and accurately all required audits, including those by other agencies, such as the State and the federal government. Review audit schedules; provides materials and responds to auditor inquiries.

- Review, evaluate and recommend improvements to the Town's financial internal control systems and procedures and ensure audit compliance.
- Supports and manages the financial activities of the Finance Department in the area of accounting, payroll, employee benefits, accounts payables, accounts receivables, cash management, and Town purchasing codes and policies.
- Prepare support materials for various commission meetings.
- Participate in development of the capital improvement program, master fee schedule and vehicle and equipment replacement program.
- Participate in the development of long range capital financing plans.
- Review, evaluate and administer departmental program goals.
- Investigate, interpret, analyze and prepare recommendations in relation to proposals for new programs, services, equipment and personnel.
- Direct and participate in the preparation of grant applications for funding of projects and programs; administer grant funding; and ensure activities comply with applicable rules and regulations.
- Coordinate and manage financial audits.
- Respond to outside agencies and the community for ad-hoc information requests.
- Supervise, train and evaluate staff.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Principles and methods of public administration.
- Laws regulating the financial administration of municipal government.
- Municipal accounting system requirements and procedures.
- Budget preparation, program analysis and revenue forecasting.
- Principles and practices of organization, administration and personnel management.
- Modern office practices, procedures, methods and equipment.

### Ability to:

- Develop and install sound accounting and general administrative systems and procedures.
- Prepare complex reports and analyses.

- Delegate authority and responsibility; schedule and program work on a long-term basis.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Assist the Finance Director in the preparation and administration of the annual budget for the Town.
- Supervise, train and evaluate assigned staff.

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:

Education:

Bachelor’s degree from an accredited college or university with major course work in public or business administration, finance, accounting, or a related field.

Experience:

Five years of professional finance experience, including considerable administrative and progressively increasing supervisory experience and responsibilities.

Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver’s License with an acceptable driving record and pass an appropriate background check prior to the hire date.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, and fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees.

### **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.