



JOB DESCRIPTION

FINANCE MANAGER
Range 36 - \$89,766.32 – \$114,567.10 Annually
\$43.16 - \$55.08 Hourly

DEPARTMENT: FINANCE

FLSA STATUS: EXEMPT

POSITION STATUS: REGULAR FULL-TIME

REPORTS TO: CITY MANAGER

DEFINITION

Under direction from the City Manager, plan, direct, manage, supervise, oversee and participate in the activities and operations of the Finance Department to include City Treasury, Accounting, Purchasing, Information Technology and certain Human Resources operations; and to provide highly responsible and complex administrative support to the City Manager.

ESSENTIAL JOB FUNCTIONS

Depending upon assignment, duties may include, but are not limited to the following:

1. Provides leadership, program development, administration and coordination of the Finance Department operations and services
2. Advises the City Manager, City Council, and staff regarding issues related to the City's finances
3. Develops and implements fiscal policies, controls and systems relating to budget preparation and monitoring, accounting, financial reporting and purchasing
4. Ensures City compliance with laws and regulations governing the administration of the City's financial affairs, including compliance with requirements for grant funds and financial reporting
5. Develops comprehensive plans to satisfy future needs for financial services.
6. Conducts studies, prepares and presents reports to City Manager and City Council.
7. Oversees Information Technology system and the provision of related services, anticipates informational and computing needs and provides for appropriate technology and services
8. Administration of grants awarded to and by the City
9. Ability to prepare financial reports and related information for reporting to external auditors and regulatory agencies as required
10. Oversee employee benefit programs
11. Conduct job recruitments when required
12. Perform other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation; and employee supervision.
- Principles, practices and program areas related to the management of municipal functions.
- Principles and practices of budget development, administration and expenditure control.



JOB DESCRIPTION

- Governmental accounting and generally accepted accounting principles.
- Grants and related accounting
- Employee benefit programs.
- Job recruitment process.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Analyze complex technical, administrative and financial problems and reports
- Prepare clear and concise reports, correspondence and other written materials.
- Establish and maintain cooperative working relationships with the City Staff and City Council
- Interpret and apply fundamental principles of accounting and payroll related laws, policies, and procedures
- Analyzing and reviewing financial data and making recommendations
- Preparing and maintaining accurate reports and records
- Reconciling differences within the record keeping system
- Communicate effectively; both orally and in writing
- Ability to handle confidential information with great sensitivity
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience – Three years of increasingly responsible management and administrative experience in a municipal government or similar public agency setting including Finance, Accounting, Grants Administration, Information Technology, of which at least one year is in a supervisory capacity, and

Education – bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Administration or a related field.

Special Requirements:

- Possession of a valid California Class C driver's license and good driving record.
- Human Resources knowledge and experience desirable.

Physical Requirements and Environmental Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 10 pounds, and to travel to various



JOB DESCRIPTION

locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

09/23/2020