



## FINANCIAL SERVICES MANAGER

### **Definition:**

Under general direction of the Assistant City Manager, performs highly complex and varied professional level accounting, finance, and budget work. The incumbent manages the Finance Division, and reviews, recommends, and implements programs related to finance and accounting.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Prepares a variety of detailed accounting, and/or narrative financial statements or reports requiring analysis and interpretation of source data.
2. Conducts and/or coordinates internal/external audits of financial records; examines, analyzes, and verifies documents to ensure adherence to established internal controls and accepted professional standards.
3. Performs complex bank account reconciliations, verifying accuracy of recorded transactions; prepares related work sheets, cash balances, proofs, and other schedules.
4. Supervises or prepares daily cash flow analysis and projections as needed.
5. Evaluates accounting procedures and fiscal practices for efficiency and effectiveness; recommends changes to work methods and practices.
6. Makes complex or difficult adjusting entries affecting several subsystems of an accounting system.
7. Assists in closing the City's financial records at the end of the accounting period.
8. Participates in the preparation of the Audited Financial Report, State Controller reports and related year-end financial statements, schedules, and reports.
9. Develops and administers accounting and budgetary control systems to comply with accounting procedures, laws, ordinances and regulations.
10. Trains and reviews the work of staff responsible for the department's processing of accounts payable and accounts receivable.
11. Conducts complex financial analyses that assist in the development of operational and capital budgets, overhead rates, and headcount studies.
12. Interfaces with auditors and provides information needed for the timely completion of annual audits and financial reports.
13. Performs analyses of potential funding sources, evaluates and estimates potential revenue streams and impacts on City operations.
14. Maintains crucial information in the accounting system such as account, department, and project numbers.
15. Responds to questions from City staff regarding budgets, contracts, encumbrances, and expenditures.
16. Performs other related duties as required.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Principles and practices of governmental accounting, auditing, and budgeting.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of municipal budget preparation and administration.
- Overall operations, services, and activities of a contract municipality.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of analysis related to a broad array of public finance issues, administrative research, and data analyses.
- Current literature, information sources, and research techniques in the field of finance management.
- Methods, techniques, industry standard practices, and City procedures governing cash processing and financial transactions.
- Basic methods, practices, and terminology used in financial record keeping.
- Relevant mathematical principles and functions and professional writing techniques.
- Principles and practices of fiscal, statistical, and administrative research, data analysis, and report preparation.
- Office procedures, methods, and equipment, including computers and applicable software applications, such as word processing, spreadsheets, databases, and accounting/budgeting programs.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

**Skill and Ability to:**

- Organize work and establish priorities for self and supervised staff.
- Analyze situations carefully and adopt effective courses of action.
- Apply and adapt established accounting principles and procedures to a variety of City accounting work.
- Analyze and review financial data to develop forecasts, trends and analysis.
- Prepare clear, concise, and comprehensive financial reports, transactions, and written materials.
- Make routine calculations and tabulations and review relevant documents accurately and rapidly.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, and a personal computer and relevant software in a Mac environment.
- Interpret and apply appropriate policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information and maintain extensive records.
- Establish and maintain effective working relationships with all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or related field, and five years of progressively responsible municipal experience in finance, with at least two years of supervisory experience. Master's degree or CPA designation desirable.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and weekends.