

## *FINANCE MANAGER*

### DEFINITION

Under administrative direction of the General Manager, the Finance Manager performs difficult and complex professional accounting and administrative work in developing, implementing and directing the finance and accounting functions of the District, including general ledger, accounts payable, payroll, budgeting and reimbursement, financial analysis, financial reporting, purchasing, warehousing, and inventory control; and performs other related duties as required.

### CLASS CHARACTERISTICS

The incumbent plans, organizes and directs accounting, purchasing, and customer service activities of the Finance Department. Work is performed with a very high degree of independence and judgment. The incumbent supervises subordinate clerical staff in the customer service area. The class is distinguished from subordinate clerical classes by the performance of professional level accounting and finance work, the level of independence and action and the responsibility for supervision of several staff.

### SUPERVISION RECEIVED AND EXERCISED

Supervised by:	General Manager
Exercises supervision over:	Customer Service/Accounts Specialists Senior Customer Service/Accounts Specialist

### ESSENTIAL DUTIES (*Duties may include, but are not limited to, the following*):

Directs the District's financial and accounting processes including preparation and maintenance of the fiscal and accounting records, and preparation of accurate and timely financial reports; directs the development and implementation of new and/or modified general accounting and internal control systems and procedures; prepares month-end and year-end closing and oversees and coordinates annual audits.

Directs, supervises, assists and participates in all aspects of the District's annual budget development and monitoring; provides financial and statistical analysis and assistance to District departments, as well as the Board of Directors; determines fiscal impact of policies and Board's requests; provides financial information and analysis in support of all rates, fees and charges, both existing and proposed.

Directs the office customer service/accounts specialists staff; interviews and recommends selection of candidates, establishes performance expectations, prepares and conducts employee evaluations, conducts informal counseling on work issues, prepares documentation and improvement plans to address work problems/deficiencies, and recommends and implements approved disciplinary actions.

Manages the District's purchasing activities.

Prepares prudent, reasonable annual accounting division budget and monitors same to ensure expenditures are within budget.

Coordinates all fiscal matters to assure compliance with State and Federal grant, loan, and bond guidelines and requirements.

Prepares and distributes timely and complete financial reports including State Controller's Report, Statements of Financial Position, Income Statements, Fund Balances, Cash Flow, investments and all supporting documentation.

### **QUALIFICATIONS**

#### ***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- Accounting theory, principles and practices and their application;
- Advanced accounting and financial reporting systems;
- Advanced principles and practices of budget preparation and administration;
- Principles and practices of effective management and supervision including planning, organizing, reviewing work and training and evaluating staff;
- Principles and practices of financial analysis;
- Computer applications related to accounting, budgeting and fiscal management;
- Principles, practices and trends of public and business administration;
- Applicable federal, state, and district laws rules and regulations.

#### ***ABILITY TO:***

- Use personal computer programs including MS Office applications;
- Utilize good judgment in setting priorities, evaluating and assigning personnel;
- Supervise, train and evaluate employees;
- Interpret and apply applicable laws, rules and regulations, and technical information;
- Develop sound budgets, fiscal policies and procedures and internal audit protocols;
- Principles and practices of customer service including collection of delinquent accounts;
- Perform complex accounting and financial analysis;
- Communicate effectively orally and in writing with staff and public;
- Establish and maintain effective relationships with others contacted in the course of work.

#### ***PHYSICAL AND SENSORY REQUIREMENTS***

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines;

- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records.

***TRAINING AND EXPERIENCE GUIDELINES***

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

***EDUCATION:*** Equivalent to a Bachelor’s degree in accounting or related field.

***EXPERIENCE:*** Five (5) years of progressively responsible experience in governmental/ municipal finance, accounting or auditing.

***CERTIFICATIONS, LICENSES, AND REGISTRATIONS***

A valid California class C driver’s license must be maintained at all times.