



## **FINANCE (ACCOUNTING/BUDGET) MANAGER**

### **DEFINITION**

Under limited direction, the Finance Manager directs and administers the division to which they are assigned. More specifically, the Finance Manager manages the City's accounting and budgeting efforts; maintains financial records for all programs of the City and its related joint powers agencies; safeguards City assets and ensures compliance with City Council resolutions through establishment of an internal control structure of policies, procedures, and review of financial transactions; plans, develops, directs, and coordinates the City's budget processes and capital improvement program; reports on the status of City financial transactions to City Council and other authorities; assists in the issuance of debt instruments; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Finance Manager functions as manager over the Citywide area of practice to which they are assigned, i.e. accounting activities or budgeting activities and provides technical expertise to other City departments and related agencies. The Finance Manager is distinguished from the next lower classification of Accountant I/II/III in that the former is a division level manager, with vast programmatic responsibilities, expected to function with limited supervision.

### **SUPERVISION RECEIVED AND EXERCISED**

Limited direction is provided by the department or deputy department head. Responsibilities may include direct supervision of professional, technical, and clerical positions.

### **ESSENTIAL FUNCTION STATEMENTS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.*

Duties may include, but are not limited, to the following:

Plans, organizes, directs, and coordinates the City's budget processes and capital improvement program. Prepares all budgets under the City's administration, including performing cost and revenue trend analysis and forecasting that incorporates historic, current, and multi-year information.

Conducts extensive research of external markets, legislation, and analysis to determine impacts to City operations and performance to formulate revenue and expenditure forecasts and convey detailed recommendations for annual/biennial budgetary proposals, modifications, and adjustments.

Researches, develops, and implements budget policies and procedures to maintain alignment with federal, state, or local budgetary regulatory and policy changes to assure ongoing compliance and to enhance and maximize funding options for city services.

Develops and implements citywide cost allocation plan, indirect rates, and internal service fund rate model.

Communicates budget policies, procedures and outcomes to departments, City officials, community members and other interested parties. Prepares and presents financial and budget reports and information to various audiences.

Coordinates with department directors and staff to prepare operating budgets, the five-year capital improvement plan, budget modifications and adjustments. Develop and conduct budget process training.

Performs and coordinates the integration of budget changes, amendments and transfers in the budget system and assures alignment with the chart of accounts. Researches, develops, and prepares revenue and expenditure analysis and monthly budget status reports.

Researches and prepares technical and administrative reports; prepares written correspondence; provides presentations to the City Council.

Supervises staff performing various functions within the Finance Department.

Manages the budget system, maintains system integrity, chart of accounts alignment, system, and process documentation. Coordinates budget system updates and modifications and end user training.

Provides labor negotiation costing support, including costing of proposals.

Assists in the issuance of debt instruments to include assisting in the recruitment and selection of financial advisors and consultants--overseeing, coordinating, and reviewing their work; providing needed assistance and information; and assisting in the development of marketing strategies.

Perform the annual appropriations limit (Gann Proposition 11) calculations derived from City and State data.

Participates in complex studies and analysis having a financial impact; coordinates with other departments to gather data and provide input; reviews and analyzes information; prepares study report and recommendations as appropriate.

Provides staff assistance to management staff; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary; prepares various reports for the City Council; prepares monthly internal financial reports, analyzes budget to actual percentages, and investigates significant variances.

Oversees internal audit of assigned operations; analyzes procedures and determines that City operates in compliance with City rules and regulations; evaluates internal controls and makes recommendations for improvement.

Compiles and prepares financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports, including preparation of the annual comprehensive financial report, serving as lead analyst in assembling financial documents used in the preparation thereof, and in preparing the State Controller's report for both the City and components units; meet provisions of federal requirements, including the Single Audit Act, various grants, other reports and filings.

Act as primary liaison for the annual audit; prepare and provide supporting documentation; ensure that the audit is scheduled and completed in a timely manner.

Coordinate accounting related activities with other City departments, divisions, and sections and with outside agencies.

Participate in data processing procedures related to accounting systems that affect the general ledger. Provide necessary testing and support to determine that automated systems are performing appropriately.

Maintain the records of current inventories of all property of the City by all City departments, offices, and agencies.

Advise on financial implications and fund availability of items in Council reports.

Participate in negotiations and meetings with outside individuals, such as consultants or private service providers.

Review legislation and accounting and/or recording pronouncements affecting the City or any component units.

Assist in the administration of the City's debt portfolio.

Participates in the development and implementation of goals, objectives, policies, and priorities relating to assigned services and activities; recommends and implements resulting policies and procedures.

Evaluate and review program goals, objectives, and strategies and recommend changes to programs, policies or procedures that will facilitate ongoing success.

Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.

Coordinate program activities with other City departments, outside agencies, and other interested parties.

Provides analytical and administrative support to special projects; researches, compiles, and reports data for special projects.

Prepare staff reports and make presentations for Council, Subcommittees, Ad Hoc Committees, community groups, and stakeholders.

Represent assigned operations and programs at City Council, other boards and commissions, and at professional and public meetings, as required.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of expertise; incorporates new developments as appropriate into programs. Train professional, technical and clerical staff on relevant matters.

Ensure compliance with federal and state laws and regulations; ensure consistency with local objectives and community requirements.

Negotiate and manage contracts and agreements.

Respond to citizen inquiries and complaints.

Assists in the general administration of the Finance Department

Assumes additional supervisory responsibilities as assigned in the absence of the Finance or Deputy Finance Director to whom they report.

Perform other special projects and related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Generally accepted accounting principles; general and municipal accounting and auditing principles and practices.

Investment, debt financing and administration and actuarial practices.

Federal (OMB) grant compliance and reporting requirements.

Federal, State, and third-party regulations applicable to public finance and ability to interpret and explain department and City policies

Cash handling practices and internal controls.

Municipal revenue sources, restrictions, and compliance requirements.

Operating and capital cycle budgeting practices

Effective methods of gaining consensus and building support for objectives.

Principles and practices of organization, administration, personnel, budget, and project management.

Complex financial analysis and research procedures.

The utilization of generalized and specialized computer application systems and programs.

### **Ability to:**

Analyze and interpret financial and accounting records; examine, prepare, and verify financial statements, reports, and documents.

Perform and manage complex financial analysis and research for time-sensitive, high volume, large-dollar transactions.

Develop and implement modified and new accounting procedures and systems.

Establish and maintain journals, ledgers, and supporting financial records.

Develop and administer accounting and budget control systems as necessary to comply with accounting procedures, laws, ordinance, and other regulations.

Review, develop, and modify accounting methods and internal auditing controls to improve effectiveness of existing procedures, and to ensure conformance with existing policies.

Exercise principles of supervision, training, and performance management.

Use and train users on financial and accounting software, computer systems, and equipment.

Establish and maintain effective working relationships with the public, fellow staff, government representatives and consultants.

Analyze, interpret, explain, and implement various Federal, State, and third-party regulations, rules and procedures, and department policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Understand and apply interpersonal skills to work effectively with internal and external partners.

Plan, prioritize, communicate, delegate, and monitor a variety of concurrent projects while meeting critical deadlines. Analyze and synthesize data and complex information; write comprehensive reports.

Plan, organize, train, supervise, review and evaluate the work of staff in a manner conducive to independent judgment, high performance, and personal accountability.

Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines. Negotiate and prepare written agreements.

Plan, develop, direct, coordinate, and monitor the City's budget processes and capital improvement program.

Use a computer, including modern job-related software.

Operate a motor vehicle in order to attend meetings at offsite facilities and visit various sites for potential developments/business relocation.

### **Experience and Training Guidelines:**

*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:*

A minimum of five (5) years of progressively responsible experience in finance, budgeting, or accounting work. CPA license is desired. Public sector experience is highly desirable. Supervisory experience is preferred.

Graduation with a bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a closely related field. Master's degree in Public Administration, Business, Finance, or Accounting are highly desirable.

Possession of, or ability to obtain, an appropriate valid California driver's license.

### **WORKING CONDITIONS**

Essential duties require the following physical tasks and environmental conditions:

Ability to sit, reach, twist, lean, operate a computer keyboard, and lift files and reports from desk tops or file drawers. Exposure to vibration, pitch and glare from a computer.

### **Revision History:**

Formerly Accounting Manager (Controller)