

## **FINANCE MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Accounting and Purchasing divisions within the Department of Financial and Administrative Services including accounts payable, accounts receivable, payroll, general accounting, investments and cash management internal control functions and program areas, and budgeting, the annual Executive Budget, and the CAFR; oversee the centralized purchasing functions of the District including the developing of review of bid packages and contract administration; analyze opportunities to improve purchasing system effectiveness and prepare a variety of financial reports involving District purchasing activities; and to provide highly responsible and complex staff assistance to the AGM/Chief Financial Officer.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Finance and Technology Services/ or AGM.

Direct supervision is provided to Accounting Supervisor and purchasing staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**-*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Plan, prioritize, assign, supervise and review the work of staff responsible for all Accounting related duties, including general ledger, accounts payable, accounts receivable, payroll, work order maintenance, and cost accounting.
2. Performs complex analysis of revenues and expenditures; recommend amendments to the budget.
3. Serve as a financial resource to the Board of Directors and various District departments; provide information regarding a variety of accounts, revenues, and expenditures.
4. Coordinate, prepare and review the monthly budget report, the annual Executive Budget, the State Controller's Report, and the CAFR.
5. Recommend and assist in the implementation of goals and objectives; recommend changes to accounting and auditing systems; develop new programs; develop and update internal policies and procedures.
6. Review, edit and update financial information to be posted to the general ledger.
7. Assist departments in the proper classification of revenues and expenditures.

## **FINANCE MANAGER**

8. Oversee the centralized purchasing functions of the District; recommend and administer policies and procedures.
9. Oversee the maintenance of procurement records and files associates with centralized procurement activity.
10. Develop, review and assist departments in developing bid specifications and contracts; consult with departments to ensure that specifications describe essential items or features.
11. Report status of fixed asset inventory items to appropriate staff; notify District departments of reusable items available; identify items with appropriate tags; dispose of surplus goods according to applicable laws and regulations.
12. Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems; monitor cash flows.
13. Prepare comprehensive financial studies, reports and statements as directed.
14. Review bank and investment account statement reconciliations.
15. Maintain and adjust the District's fixed assets records.
16. Performs the more technical and complex tasks of the Division and trains others to do the same.
17. Participates in the interviewing and hiring of new staff; counsels employees on performance issues, approves time off for payroll purposes, and prepares and signs employee performance evaluations.
18. Regular attendance at the worksite.

### **Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new accounting pronouncements, regulations, and innovations.
2. Perform related duties and responsibilities as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

*The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.*

#### **Knowledge of:**

Operational characteristics, services, and activities of an accounting program.  
Principles and practices of program development and administration.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Pertinent federal, state, and local laws, codes, and regulations.  
Generally accepted accounting principles and practices.  
Finance and governmental accounting theory, concepts, procedures, and techniques.  
Advanced principles of fund accounting and corporate nonprofit accounting functions.  
Internal control principles and procedures.  
Principles, procedures of cash management.  
Principles, procedures, and techniques of financial analyses.

## **FINANCE MANAGER**

Principles, practices and applications of purchasing.

Methods and techniques of maintaining inventory.

Methods and techniques of contract negotiation and administration.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.

### **Ability to:**

Supervise and coordinate accounting activities.

Develop and implement accounting system modifications.

Analyze and interpret financial and accounting records.

Manage and direct the District's centralized purchasing functions.

Analyze procurement requirements and determine procurement procedures.

Evaluate bids and award contracts accordingly.

Negotiate with vendors and ensure contract compliance

Analyze and interpret complex utility billing records and coordinate with Customer Service billing staff

Interpret and explain District financial policies and practices.

Select, supervise, train and evaluate staff

Possess time management skills

Prepare a variety of complex financial statements, reports and analyses.

Apply Federal, State and local laws and regulations pertaining to accounting and auditing work.

Examine and verify a wide variety of financial documents and reports.

Conduct sound audits of financial records.

Operate computers and word processing systems.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations.

## **REQUIRED QUALIFICATIONS**

### **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:*

#### **Experience**

Five (5) years of increasingly responsible experience in finance, accounting, or related field including two (2) years of administrative and supervisory responsibility.

#### **Education/Training:**

Possession of a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or public administration. Graduate degree in business administration, public administration or management is desirable.

License as Certified Public Accountant (CPA) is highly desirable.

#### **Licenses/Certificates:**

Possession of a valid State of California valid drivers' license and a satisfactory driving record.

## **FINANCE MANAGER**

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

#### **Environment:**

Standard office setting; exposure to computer screens; extensive interaction with District staff and the general public.

#### **Physical:**

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.

#### **Mental:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District executive and mid-managers, staff, vendors, the public and other encountered in the course of work.

#### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

#### **Hearing:**

Hear in normal audio range with or without correction

#### **JOB STATUS: Exempt**

**DATE ADOPTED:** January, 2015

**DATE MODIFIED:** January, 2015

Safety Sensitive Position