

## CITY OF CLOVERDALE

### FINANCE MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

#### DEFINITION:

Under general direction of the City Manager, plans, manages, oversees, performs and directs the operations and services of the Finance Department, which includes general accounting, auditing, cash management, purchasing, treasury, payroll processing, employee benefit administration, utility billing, business licenses, telephone and information systems; coordinates activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

This is a "hands on" position with limited staff. The Finance Manager is a management level position which oversees and performs all functions and operations of the Finance Department and is responsible for originating, carrying out, reviewing, interpreting and coordinating policies in the administration of a diversified accounting, investment and information services operation. Performing complex accounting and analysis work and ensuring accurate reporting of the City's financial position. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering the City's operations.

#### SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over professional, technical and office support personnel.

#### ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Manages all Finance Department activities and services, including activities associated with general accounting, auditing, treasury, purchasing, payroll processing, utility billing, business licenses, transit occupancy tax collection, citywide telephone and information systems and fixed assets; coordinates the City's investment portfolio as authorized; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Develops, implements, and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs, coordinates and participates in the department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

- Oversees the selection, training and evaluation programs for all Finance personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations and standards.
- Directs and participates in all financial management and information system activities; manages the City's investment portfolio maximizing income and safety; administers bond programs and secures tax-exempt and other types of financing; coordinates, reviews, evaluates and recommends improvements to administrative and financial internal control systems and procedures to ensure audit compliance; coordinates activities with the elected City Treasurer as appropriate; participates in the preparation of a variety of records and reports ensuring timeliness, accuracy and compliance with appropriate laws, ordinances and regulations.
- Serves as liaison with federal, state, regional, county, city and special district agencies; provides responsible and complex staff support to the City Council, City Manager and Department Heads; develops recommendations for policies, laws, ordinances, resolutions and programs related to Finance activities.
- Prepares, manages and coordinates the development of the Finance budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; coordinates the City budget process; develops revenue forecasts and monitors expenditures on a regular basis.
- May administer, maintain, and develop City policies and administrative regulations pertaining to human resources or risk management.
- Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of finance, portfolio management and information systems; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

#### PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer, vision sufficient to read printed and a VDT screen, and hearing and speech sufficient to communicate in person or over the telephone.

Some of these requirements may be accommodated for otherwise qualified individuals who require and request such accommodation.

**QUALIFICATIONS:** (The following are minimal qualifications necessary for entry into the classification.)

**Education and Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a municipal Finance Manager. A typical way of obtaining the required qualifications is to possess a Bachelor's degree in Accounting or Finance and five years of progressively responsible experience in accounting or financial work, at least two (2) years of which have been in a managerial capacity. Three (3) years of municipal governmental accounting experience is highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

**Knowledge of:**

Current principles, practices and techniques of finance and information system administration, organization and operation; Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP); principles and practices of general, fund, cost and governmental accounting; principles and practices of auditing and financial control; methods and techniques of supervision, training and motivation; principles of mathematics; applicable federal, state and local laws, codes and regulations, including those related to investments, purchasing and utility billing; principles and practices of budget administration; Principles, practices, and techniques of human resources in a public agency setting; contract administration and general principles of risk management; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; current office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, direct, manage and coordinate the work of the Finance Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness; facilitate group participation and consensus building; attend evening meetings as required; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications, including complex financial and accounting programs.