Finance Services Manager

Department/Division:	Finance/Accounting
Reports To:	Director of Finance
Provides Direction To:	Accountant or Senior Accountant, Accounting Technician, and Accounting Clerks
Exemption Status:	Exempt
Date Prepared:	June 14, 2007

GENERAL PURPOSE

Under general supervision, supervises and performs professional accounting duties in the analysis, preparation and maintenance of financial, budgeting, and accounting records and reports; performs complex and difficult accounting analyses; and performs related duties as assigned.

CLASS CHARACTERISTICS

The Finance Services Manager is distinguished from the Senior Accountant or Accountant positions by its broader responsibility for governmental reporting, budgeting, and auditing practices and its full supervisory authority over professional and technical accounting staff. The Finance Services Manager is accountable for the interpretation of accounting standards and performs work that is more complex and requires greater decision-making responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, integrates and evaluates the work of professional and technical staff; supervises and participates in developing, implementing and evaluating work processes, systems and procedures to achieve goals, objectives and work standards.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and regularly monitors performance; subject to management concurrence, takes disciplinary action, to address performance deficiencies, in accordance with City personnel rules, policies and labor contract agreements.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)

3. Supervises the maintenance of the City's general ledger and chart of accounts and the preparation of monthly and annual financial statements and schedules; coordinates monthly and annual closing activities, taking action to ensure the accurate processing and timing of all required accounting transactions to present accurate statements of the City's financial position.

4. Supervises and participates in preparation of periodic financial reports to City managers and departments; supervises the reconciliation of accounts and records and the posting of revenues.

5. Manages the work of employees responsible for cash control, accounts payable and receivable, payroll and technical accounting functions.

6. Manages the work of employees responsible for utility billing and collections and business license tax billing, collections and enforcement.

7. Establishes and maintains internal control procedures and ensures that accounting standards are met.

8. Participates in completion of work required in connection with the City's year-end audit with outside auditors.

9. Participates in preparing the State Controller's Report; obtains data and prepares special schedules and spreadsheets; reviews working papers and schedules prepared by staff for use in report preparation.

10. Prepares fee and rate schedules and implements changes.

11. Oversees and develops annual and quarterly revenue projections and estimates used in connection with preparation of annual budgets; researches and monitors new revenue sources.

12. Responds to requests for information and advises City departments, other governmental agencies and the public on City financial and accounting practices, policies, procedures and data.

QUALIFICATIONS GUIDELINES

Knowledge of:

Generally accepted accounting practices and principles; general, fund, and governmental accounting, including financial statement preparation and methods of financial control and reporting, including GAAP, CAFRS standards for municipal agencies and units; principles and practices of cost accounting, internal controls, and financial auditing; municipal budgeting practices; types and sources of municipal revenues and financing; operations, requirements and codes of the City's automated general ledger system; supervisory principles and techniques; customer service techniques.

Ability to:

Operate computer hardware and word processing, spreadsheet, and accounting software; analyze complex accounting and financial data and make sound recommendations related to accounting practices and procedures; understand, interpret, and apply City, State, and federal regulations and standards pertaining to City financial accounting, reporting and record keeping; understand and accurately use the City's Chart of Accounts and schedules of rates and fees; develop and implement financial procedures and controls; perform complicated mathematical calculations and analyses; prepare clear, concise and comprehensive financial statements, reports and written materials; make clear, concise and persuasive presentations to a variety of audiences; exercise sound independent judgment within general policy guidelines; establish and maintaining effective working relationships with management, staff, auditors, and the general public.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a Bachelor's degree in accounting, finance, business administration, or a closely related field; and at least five years of progressively responsible professional accounting experience, including lead and supervisory work, and preferably in a local governmental agency; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

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 functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms. The employee is occasionally required to stand and walk and to lift and move records and documents weighing up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are 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 on multiple, concurrent tasks; work under intensive deadlines; and interact with City managers, staff, customers, the public, and others encountered in the course of work.

WORK ENVIRONMENT

The employee typically works in office conditions; the noise level is frequently quiet or moderately quiet.