

Job Class: Mid-Management/Confidential

Job Code:

FLSA Status: Exempt

CITY OF SANTA PAULA, CALIFORNIA

FINANCE MANAGER

DEFINITION:

Under the general direction of the Finance Director, plans, organizes, manages, and oversees the activities and operations of the Finance Department, including but not limited, to budget development and implementation, accounting and revenue management; internal and external audits; debt financing activities, investment and bond management, revenue collections, financial reporting, and grants functions. May serve as the Acting Finance Director in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

- Manages the day to day functions and activities of the Finance Department, including but are not limited to, general accounting, utility billing, accounts payable and receivable; revenue collections and payroll.
- Represents and supports the Finance Director; attends and makes presentations at City Council meetings and work sessions; conducts research and special projects; assures implementation of programs developed and initiated by the Mayor and City Council
- Assists in developing and implementing departmental policies, goals and objectives; implements and maintains assigned program area procedures; evaluates effectiveness of programs, including researching, analyzing, and recommending policy or program changes.
- Assists in the preparation of highly complex periodic and special reports involving accounting activities, expenditure reports, general ledger maintenance, financial reporting, year-end audits and support of budget and forecast activities.
- Conducts reconciliations and analysis of fiscal transactions to ensure compliance with general accounting principles of municipal codes and policies and federal and state laws, rules and regulations; prepares a variety of State and Federal claims, statements and reports.
- Monitors general ledger activities; reviews and approves journal entries and bank reconciliations; prepares and/or reviews major changes to the chart of accounts; reviews and approves the integrity of the general ledger in the financial information system.

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- Monitors compliance with the City's adopted budget; confers with department heads and/or representatives to recommend budgetary actions and/or adjustments accordingly.
- Respond to requests from City personnel for information, analysis and assistance; provide advice and guidance to departmental staff.
- Oversees the annual audit, including preparation of the Comprehensive Annual Financial Reports; Interfaces with financial consultants, auditors and government agencies.
- Researches and responds to inquiries and resolves disputes from the public, business owners or representatives regarding billing and collection programs.
- Supervise the work of subordinate staff; assign; direct, monitor and evaluate staff work; plan and coordinate professional development activities; implement corrective action as appropriate.
- Ensures compliance with state and federal guidelines and municipal codes.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education: A Bachelor's Degree from an accredited college or university with major course work in accounting, business administration, finance or a related field. A Master's degree in a related field is desirable.

Experience: Three years of supervisory or lead experience over a general accounting function. Experience in a public agency or governmental setting is desirable.

License; Certificates; Special Requirements: A valid class C California driver's license. Certified Public Accountant or Certified Management Accountant designation desired.

Knowledge of: Principles and practices of public agency financial management, including general and governmental accounting, budgeting, auditing, and reporting functions; Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements; accounting and financial-related computer software and the applications to assigned functions; advance expertise with Microsoft Excel; principles and practices of leadership, supervision, training and performance evaluation; pertinent federal, state and local laws, regulations and codes; computerized financial system – knowledge of INCODE financial system desirable.

Ability to: Plan, organize, administer, review and evaluate the activities of a comprehensive public agency financial management program; accurately analyze accounting and financial related documents; verify the accuracy of financial data and

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information; maintain accurate financial records and prepare clear and accurate reports for informational, auditing, and operational use; develop, recommend and administer sound financial strategies for a municipal government; read and interpret complex laws and regulations impacting City financial activities; prepare clear and concise reports, correspondence, policies procedures and other written materials; analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare and present complex narrative and financial reports in a clear and concise manner, both orally and in writing; manage complex projects, on-time, and within budget; interpret, apply and explain complex laws, codes, regulations and ordinances; communicate effectively both orally and in writing; establish and maintain effective relationships with City officials, employees, representatives from other agencies and the public; exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs; work well under pressure to meet deadlines.

Physical and Environmental Demands

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities; grasping, repetitive hand movement, and fine coordination in preparing reports and other communications and entering data using a computer. Additionally, the position requires near vision in reading on the computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag, and push files weighing up to 25 pounds also is required.

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