



CLASSIFICATION SPECIFICATION FINANCIAL SERVICES MANAGER

JOB SUMMARY:

Under direct supervision of the Finance Director, the Financial Services Manager plans, manages, assigns, and performs complex professional accounting/finance and bookkeeping work in the areas of accounts payable and/or accounts receivable; monitors the accounting system, reviews fiscal records, and prepares financial reports, statements, and performs analyses; monitors cash and investments daily; manages data for budget monitoring and preparation; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Financial Services Manager performs the full range of professional accounting, supervisory, and managerial duties. This class differs from the Finance Director due to the level of experience required, complexity of work performed, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

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

- Plans and manages City accounting, internal control, and auditing activities; manages the preparation of journal entries, account reconciliations, related schedules, and supporting schedules for the department and City budgets; recommends procedures to conduct activities in accordance with related laws, ordinances, rules, and regulations; and recommends and implements a system of accounting controls.
- Maintains chart of accounts and general ledgers; manages the preparation of subsidiary ledgers; and reconciles a variety of financial reports.
- Manages accounts payable; processes invoices; processes and distributes checks for payment; oversees the daily cash flow by administering cash receipts, purchasing, payroll, investment/debts, and other liabilities; approves purchase orders; monitors spending; and transfers funds.
- Manages data for budget preparation and monitoring; makes adjustments to the budget as needed; manages month-end and year-end closing processes; prepares monthly financial statements; and oversees various audits conducted by external auditors.
- Advises and otherwise provides assistance to the Finance Director on special assignments and acts as a liaison to other City departments, the public, and other agencies regarding accounting related issues.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Methods and principles of modern accounting and auditing including governmental accounting, cost accounting, grant accounting, budgeting, and data processing applications related to accounting and budgeting procedures; sources of revenue and revenue forecasting; principles of mathematics; and methods and techniques of supervision and training.
- Office administrative practices and procedures; City department policies and procedures; and federal, state, and local laws, codes, and regulations pertaining to accounting, auditing, business licensing, and payroll including reporting requirements.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

Skills/Abilities:

- Correctly interpret and apply pertinent federal, state, and local laws, codes, and regulations related to business licensing, accounting, and auditing.
- Prepare clear and concise technical, administrative, and complex financial reports including accurate tables, schedules, summaries, and other materials in statistical and narrative form; perform fiscal analyses and make recommendations; examine and verify a variety of financial documents; and establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Operate computer applications and software for payroll, utility billing, business license, and accounts payable/receivable such as Microsoft Office, Quadrant System's RASWIN cashiering system, HdL business license system, and Tyler Technology's EDEN financial software application.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with sensitive situations and concerned people and customers; and organize and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in accounting, business administration, or a closely related field.
- Five years of increasingly responsible experience in accounting including financial statement preparation and assisting in budget development, with at least two years of experience in a supervisory or lead capacity.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: May 22, 2017