

## **FINANCE MANAGER**

Function: Under administrative direction, supervises the Finance Division; performs professional accounting work; provides information on accounting practices and procedures and on the City's computer-based financial system; examines, analyzes, and verifies financial statements and records; prepares financial and statistical reports; supervises subordinates and performs related work as required.

Responsible Duties: Supervises professional and clerical staff engaged in such activities as utility billing and management, accounts payable, investments and revenue, and accounts receivable collections; maintains and supervises the maintenance of general ledger and subsidiary ledgers of various funds; performs year-end review of accounts, prepares adjusting and closing entries, and prepares year-end financial statements; reconciles information produced by automated reporting systems with accounting records; analyzes and reconciles expenditure and revenue accounts; processes transfers of expenditures and appropriations; prepares, analyzes and verifies statements of financial condition, including schedules of balance sheets, investments, cash balances, fund balances, revenue, expenditure and statistical reports; maintains assessment district records; prepares financial reports for other government agencies; makes estimates of and analyzes actual departmental expenditures in developing cost data for budgeting; assists outside auditors explains City policies and procedures; participates in the investment of City funds; formulates recommendations and maintains financial records concerning City investments; advises users on City's financial system; advises departments on the interpretation of policies and guidelines; trains accounting staff and evaluates work of subordinates; develops, modifies and assists in problem resolution relative to automated systems; may perform audits of franchises, transient occupancy taxes and business license taxes; may perform internal control auditing of departmental revenue collections and petty cash funds.

Contacts and Relationships: Incumbent has contacts with all City departments regarding budgetary and related questions. The incumbent will also have periodic contact with auditors, investment specialists, computer technicians and software vendors. Contacts also involve the supervision of employees including on-the-job training.

Accountability: Employee is accountable for the area assigned, including the quality and efficiency of services supervised. The employee is responsible for ensuring that duties performed and supervised are carried out in accordance with general accepted accounting principles and that the accuracy and integrity of financial records are maintained.

### **QUALIFICATIONS GUIDELINES**

Experience and Education: Graduation from an accredited four-year college or university with major coursework in accounting or a closely related field, and considerable experience (three to four years) at a professional accounting level, preferably in a public agency; supervisory experience is desirable; or any equivalent combination of training and experience that provides the knowledge, skills, and abilities listed below.

Knowledge/Skills/Abilities: Thorough knowledge of the principles and practices of governmental budgeting, accounting and auditing; considerable knowledge of the approved principles and standard practices of centralized computer based accounting, auditing, treasury management, and revenue administration; knowledge of laws and regulations affecting municipal finance administration; ability to apply the principles and practices of accounting to the municipal budget; ability to prepare clear, accurate and concise statistical and financial reports; ability to understand, interpret and apply complex guidelines; ability to establish and maintain effective working relationships with City employees, subordinates, and the general public; ability to supervise employees and activities in assigned areas of responsibility; ability to communicate effectively, orally and in writing.