

FINANCE MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Disbursements Division within the Finance Department including accounts payable/receivable, and payroll functions; to administer, organize, plan, and direct City-wide budget activities related to salaries, benefits, self-insurance funds and post retirement insurance fund; and to provide highly complex staff assistance to the Finance Director.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Finance Director.

Exercises direct supervision over assigned technical and support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct disbursement activities including accounts payable/receivable and payroll activities.

Direct, oversee and participate in the development of the Disbursements Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the Disbursements Division budget; administer approved budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, supplies, and services for the department and City.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Oversee and manage the development of financial plans and policies for City-wide salaries and benefits; calculate, project and enter City-wide budget related to salaries, benefits and insurance; coordinate salary and benefit budget matters with City departments..

Oversee and review payroll processing activities including related benefits/retirement deductions or payments and required reporting; oversee accounts payable activities for the City and review reports to ensure compliance with established accounting procedures.

Gather and prepare data for annual financial audit and intermittent audits related to salary and benefits.

Research and oversee implementation of technological changes/improvements in processing and reporting methods; assist in the development and review of related requests for proposals; write and enter updates and/or changes to timekeeping software.

Participate in labor negotiations; provide suggestions for MOU language related to payroll and benefits administration; research and prepare reports in preparation for labor negotiations.

Research and prepare technical and administrative reports and council communications; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of financial processing and reporting operations including payroll and accounts payable.

Uses and applications of finance/accounting management software.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Principles of budget monitoring.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and implement Disbursement Division activities related to payroll and accounts payable.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations, codes and covenants; observe performance and evaluate staff; problem-solve department related issues; follow various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Ensure accuracy of and conformance to accepted and legal reporting standards.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in operational finance activities involving payroll and accounts payable, including two years of supervisory responsibility.

AND

Training:

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Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

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