



April 2019
FLSA: Exempt

FINANCIAL SERVICES MANAGER

DEFINITION

Under general direction, assists in planning, organizing, managing, and providing direction and oversight for major functions and activities of the Finance Department, including financial reporting, payroll, accounts payable, and purchasing; assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Finance Director in areas of expertise; acts as the Finance Director in his/her absence; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises general and direct supervision over supervisory, professional, technical, and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is a management classification in the Finance Department. The incumbent oversees, directs, and participates in major activities and programs of the Finance Department, including financial reporting, payroll, accounts payable, and purchasing, and is responsible for providing professional-level support to the Finance Director in a variety of areas. Assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires a professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day functions. This class is distinguished from the Finance Director in that the latter has overall responsibility for all finance programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in planning, directing, and coordinating the Finance Department's work plan; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Assists in the planning, organization, preparation, implementation, and control of the City's annual operating budget; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Assists in the preparation of the capital improvement budget, including identifying and forecasting revenues, analyzing capital requests, and projecting year-end balances.
- Coordinates the implementation and control of City-wide automated financial management information systems and related control and reporting procedures.

- Reviews, develops, and modifies accounting and control methods to improve existing procedures; ensures conformity to policy and increases effectiveness performs audits of accounting functions; conducts fiscal analyses and studies.
- Supervises and participates in the preparation of various financial statements, records, and reports, and performs operational auditing of other City departments.
- Responds to requests for information and advises City departments, governmental agencies, and the public of City financial and accounting policies.
- Supervises and coordinates the preparation of external audits.
- Prepares formal requests for proposals for consulting/contractor services; reviews proposals and makes selections; negotiates contracts and agreements; acts as project manager when outside consultants are working on various projects.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Participates on and makes presentations to a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and other types of public services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Acts as the Finance Director in his/her absence.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, and reconciliation; municipal taxation and revenue management.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of finance program development, implementation, and management in a municipal setting.
- Methods, materials, and techniques used in the planning of finance projects.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Finance Department programs.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of finance programs and administrative activities.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in finance, accounting, economics, business or public administration, or a related field and five (5) years of progressively responsible professional experience in municipal finance and accounting including two years of supervisory experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.