

CITY OF EAST PALO ALTO

CLASSIFICATION SPECIFICATION

(2-Year Temporary Assignment)

CLASS TITLE: SENIOR FINANCE PROJECT MANAGER

CLASS CODE:

DEPARTMENT: FINANCE

FLSA STATUS: EXEMPT

REPORTS TO: FINANCE DIRECTOR

EMPLOYEE GROUP: N/B

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Overview

This is a two-year, limited duration position. Under the general direction of the Finance Director, a wide range of fiscal cost analyses and finance-system projects involving a high level of complexity and requiring organizational skill. This position provides accurate and timely fiscal analysis and written reports; support for Enterprise Resource Planning (ERP) planning; and, other analytical functions as assigned in order to assist the Finance Department with implementation of finance systems, improved data analysis, and improved fiscal policy and strategy.

Distinguishing Characteristics

This is the advanced level in the professional Accountant series. Positions at this level are distinguished by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. Employees at this level are required to be fully trained in all procedures and regulations related to assigned areas of responsibility.

Supervision Received / Exercised

This managerial position reports directly to the Finance Director and will exercise a functional and technical oversight and/or review role within the department, as assigned by the Finance Director.

Essential Functions (include, but are not limited to the following)

- Research and analyze a variety of complex department financial transactions connected to diverse set of funding sources in an evolving set of rules, regulations and accounting practices.
- Demonstrate independence and initiative in the timely and accurate preparation and processing of financial studies and reporting.
- Highly skilled working knowledge of finance accounting systems; including solving complex processing and reporting issues, and utilizing modern data technology systems to improve financial information efficiency and effectiveness.
- Extremely well organized with attention to detail and ability to effectively prioritize in a fast-paced, challenging environment.

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- Ability to demonstrate initiative, problem solve, and participate in generating options for solving complex issues.
- Conduct special research on financial matters as requested; initial project list may include, but is not limited to:
 - Revise and complete Cost Allocation Plan
 - Initiate and manage Master Fee Study
 - Analytical support for: utility rates, parcel taxes, property tax data base, assessment districts, outside studies conducted
 - Assist and provide project support and outreach for the following finance systems implementation: new ERP, Credit Card Processing, Business License web portal
 - Provide internal service fund support
 - Analytical support for CalPERS rate stabilization
- Ability to communicate complex problems effectively in either written or verbal form.
- Perform other assigned supervisory and professional level accounting –related duties as assigned by the Finance Director.
- Maintains effective working relationships with all levels of staff and with the public.

Minimum Education and Experience

Generally accepted accounting principles, particularly as they apply to governmental accounting, modern office techniques, methods, and office management; Federal, State, and City rules, regulations, and laws governing fiscal and accounting functions; modern office procedures, methods, and computer equipment, including advanced knowledge of Microsoft Office applications, accounting software, and finance-related database applications.

Experience:

A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A bachelor's degree from an accredited college or university, with major course work in accounting or related field is required. Four (4) years of progressively responsible accounting, governmental revenue or cost studies, and/or data system implementation experience, including experience working in a lead or supervisory capacity is desirable and/or will be considered with other related job experience. Specialized training in accounting, financial studies or techniques, or statistical applications is desirable.

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Knowledge of General Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards principles, practices, methods, and techniques used in governmental accounting, public finance administration and budgeting; computer spreadsheet software. Knowledge of Federal and state regulations and guidelines as they pertain to municipal finance; municipal taxation and revenue management are desirable. The ability to speak clearly and understandably; the ability and dexterity to operate a computer; and, the capacity to read, to reach, hear voices and telephones are all required.

Learn, retain, interpret and apply financial regulations and policies. Establish, maintain and foster cooperative working relations with others contacted in the course of work; foster teamwork within the department.

Ability To:

Analyze and prepare complex accounting and financial data and draw logical and sound conclusions; understand finance data systems and manage complex projects to implement data system improvements; independently carry out complex accounting and analytical work; apply accounting principles and techniques to practical accounting auditing, and financial problems; create reports; schedules, and supporting documents; effectively utilize personal computers using Microsoft Office applications, accounting software, and database applications.

MINIMUM QUALIFICATIONS REQUIRED

Education

Bachelor's Degree in Accounting or Business Administration or related field.

Experience

Senior Level experience performing professional (either government or public accounting) accounting functions, with a preference for public agency experience in governmental accounting, including supervisory experience. Four years of increasingly responsible professional accounting and financial work experience.

Licenses and/or Certifications

A valid California Class C Driver's License or higher and a good driving record at the time of appointment is required.

Tools and Equipment

Competent mastery of personal computer including word processing, spreadsheet, and presentation software, central accounting mainframe system experience, telephone, 10-key calculator, fax, copy machine, printers, postal meters, and motor vehicle is required.

Physical Demands

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Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard; near vision in reading correspondence, and statistical data. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 30 pounds also is required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents generally work in an office environment with some degree of public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.