


JOB DESCRIPTION

<p>City of Waterford</p>  <p>Administrative Services</p>	FINANCE MANAGER	
	Salary Level:	Grade 61 - Part-Time
	FSLA Status:	Non-Exempt
	Established/Revised:	August 2017

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under direction and in accordance with accepted accounting principles and procedures, manages City financial activities, systems, and programs in such areas as general accounting, accounts payable and payroll; provides expert professional assistance to City management staff in areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This class, under the direction of the City Manager, is responsible for managing assigned financial functions and performing complex accounting and analysis work to accurately record and report the City's financial condition. Responsibilities include financial planning, budget forecasting and performing complex professional accounting functions at the whole system level.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. Incumbents in this class may exercise functional and technical supervision when assigned.

ESSENTIAL DUTIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Develop and direct the implementation of goals, objectives, policies, and work standards for assigned areas of responsibility.
- Plan, schedule, assign and review assigned fiscal activities and programs.
- Review, develop, and modify accounting methods, procedures, and systems to achieve improvements and maximize the effectiveness of audit controls.

- Ensure that accounting, budget, and audit controls and systems are in compliance with State, Federal, and local rules and regulations.
- Assist with the investment and cash management programs for the City and other City entities.
- Assist in the preparation and maintenance of annual budgets; assemble and analyze cost accounting records and other supporting technical and statistical data; make complex or difficult adjusting entries, and transfers of appropriations; review budget information with appropriate staff.
- Implementation and maintenance of fixed asset accounting and inventory control systems.
- Assist, supervise and monitor special program accounts, including grant programs, special assessments, capital projects, internal service, and enterprise funds.
- Prepare and develop formats for the preparation of various financial reports of the City.
- Coordinate the preparation of external audit materials and assist external auditors in the fiscal year review.
- May assist with working with outside financial advisors and the investment banking community in developing capital financing for the City, as necessary.
- Assist in monitoring developments and legislation related to financial matters to ensure compliance of City accounting procedures, evaluate their impact upon City financial operations and programs, and make recommendations for policy and procedure improvements.
- Provide information concerning City financial policy and procedures to City employees, other public agencies and the public
- Confer with City departments to ensure the maintenance of appropriate statistical records and procedures.
- Review and track the collection of all revenues due the City and ensure proper integration into the general accounting systems.
- Assist in the monitoring of bond indenture requirements on the City's long term debt, which may include mortgage revenue bonds.
- Prepare a variety of periodic and special financial and other reports as required; perform work on special projects as assigned.
- Perform related duties as assigned.

MIMIMUM QUALIFICATIONS

Education and/or Experience:

A Bachelor's degree from an accredited college or university with major in accounting, business administration, or closely related field and one of the following experience patterns:

1. Five years of increasingly responsible private sector accounting experience preferably including some supervisory experience; or
2. Three years of experience in an accounting or financial management supervisory position, preferably in a public agency setting.
- 3.

License/Certificate:

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

Knowledge of:

- Principles and practices of general fund and government accounting
- Principles and practices of business data processing particularly related to the processing of accounting information and the interpretation of input-output documents.

- Laws regulating public fiscal operations.
- Principles of budgetary administration and control.
- Principles and practices of effective employee supervision, including selection, training, evaluation, and discipline.

Ability to:

- Plan, organize, assign, direct, review, and evaluate the work of accounting professional, technical, and support staff.
- Review and verify the accuracy of financial data and information and associated legal documents.
- Analyze, evaluate, and reconcile complex financial data to arrive at accurate conclusions and recommendations.
- Prepare clear, concise, and complete financial reports and other correspondence, recommending improvements in accounting methods and procedures.
- Interpret complex financial rules, regulations and ordinances.
- Make sound independent judgments within established guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

NECESSARY SPECIAL REQUIREMENTS

- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

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

Physical Conditions:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit or stand for prolonged periods of time, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Environmental conditions:

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually low to moderate.