

FINANCE MANAGER

DEFINITION

Under administrative direction, to plan, organize, and manage the District finance and accounting operations; may assist with computerized information system functions and provide consultation on fiscal and information system issues for District management; to supervise, train, and evaluate the work of assigned staff; and to perform other job related duties as required.

DISTINGUISHING CHARACTERISTICS

This is management classification which has responsibility for directing the District finance and accounting functions.

REPORTS TO

General Manager

CLASSIFICATIONS DIRECTLY SUPERVISED

Accounting Assistant I, II and Accounting Technician

EXAMPLES OF DUTIES

Plans, organizes, and directs the District finance, budgeting, and accounting; has responsibility for development and maintenance of fiscal services and reporting; provides supervision, training, and work evaluations for assigned staff; directs fiscal planning, internal control and audit functions; develops fiscal projections and assists with the development of the District budget; oversees the collection and disbursement of District funds and revenues, in accordance with legal requirements and regulations; develops information, provides analysis, and seeks approval for fund transfers; has responsibility for development and preparation of a wide variety of financial reports and statements; works with external auditors of District financial records and procedures; oversees the maintenance of journals, subsidiary ledgers, and cash flow and revenue records; may administer and ensure compliance with revenue sharing and grants; has responsibility for District purchasing; serves as a member of the District management team; may represent District finance functions and activities with citizens, community organizations, and other government agencies, as delegated.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Normally work is performed in an office environment; some exposure to outdoor conditions; constant contact with staff and the public.

FINANCE MANAGER - 2

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of public and finance administration.
- Principles, methods, and practices of accounting, auditing, and financial record keeping.
- Budget development, administration, and expenditure control.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and reporting.
- Data processing methods, equipment, and principles.
- Purchasing methods, policies, and procedures.
- Research and evaluation methodologies.
- Use of computers and computer applications in professional fiscal and accounting work.
- Principles of supervision, management, and general administration.
- Customer service practices and procedures.

Ability to:

- Plan, organize, coordinate, and manage District accounting and finance operation.
- Provide supervision, training, and work evaluations for assigned staff.
- Provide fiscal and accounting consultation for District management.
- Collect and analyze data on a variety of technical, analytical, and administrative topics.
- Direct the preparation and prepare complex financial reports and statements.
- Develop and administer purchasing activities.
- Ensure proper collection and disbursement of District monies.
- Communicate orally and in writing in a clear and concise manner.
- Establish and maintain effective working relationships
- Perform a variety of complex customer service assignments.
- Understand and carry out oral and written directions.
- Apply sound judgment in a variety of circumstances and effectively apply critical thinking skills.
- Adhere to an assigned work schedule and meet District attendance standards.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Bachelors degree from an accredited college or university with major course work in finance, accounting, economics, or a closely related field; and

Broad and extensive work experience in professional financial analysis and accounting work, including at least two (2) years in a management or supervisory capacity.

Special Requirements:

Possession of a current California Driver's License issued by the State Department of Motor Vehicles.

Continued possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.