



## Position Description

### **FINANCIAL SERVICES MANAGER**

#### **DEFINITION**

Under the general supervision of the Finance Director, performs activities related to the City's financial operations including budgeting, revenue management, purchasing, and performing financial analysis for the City. Manage the Department's revenue collections operations including utility billing, cashiering and accounts receivable, and business taxes. Supervise and evaluate personnel and provide assistance to management on special projects as necessary.

#### **SUPERVISION RECEIVED**

The Financial Services Manager is a supervisory position and works under general supervision of the Finance Director. This position is designated as Fair Labor Standards Act (FLSA) exempt.

#### **SUPERVISION EXERCISED**

The Financial Services Manager provides training and supervises the work of professional, clerical and technical personnel as assigned. Supervises Financial Services Supervisor, payroll staff, and utility billing staff; participates in their selection, training and evaluation; determines work procedures, schedules and priorities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Oversees, coordinates and assists in development and preparation of the budget document; monitors revenues and expenditures and provides progress reports on financial well being of the City and effective use of budgeted funds, personnel, materials and facilities.

Manages various aspects of the department's service responsibilities, which include budgeting, purchasing, payroll, utility billing, cashiering and business licensing.

Provides and assures that each employee of the department provides excellent customer service.

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Manages and performs complex analytical work that may involve extracting data from multiple databases and prepare summary reports; make recommendations based on information gathered; designs financial forms, spreadsheets, and worksheets.

Maintains the Finance section of the City's website and makes recommendations for improvements.

Coordinates and provides assistance to the City's independent auditor and auditors from other agencies as needed. Works with the Accounting Manager as needed to assist in the timely completion of audits.

Oversees the City's financial management software system; supervises the operation and maintenance of financial computer and software systems; identifies, develops, and implements upgrades or new software as necessary to facilitate departmental goals, policies and objectives. Provides training to staff throughout the City and ensures optimal use of the system to perform tasks.

Makes presentations to and communicates with senior management, boards, commissions, civic groups and the general public; represents city and department at external activities. Investigates and follows-up on citizen requests for service, complaints, and requests for information.

### **PERIPHERAL DUTIES**

Reports for work at any time in event of disaster or other emergency situation. Serves as a member of various employee committees. Attend seminars and workshops related to duties and responsibilities. The Financial Services Manager may serve in a temporary appointment as the acting department head in the absence of the Finance Director.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge Of:**

Thorough knowledge of funds accounting and governmental budgeting; current governmental accounting theory, principles and practices; internal control procedures; payroll and accounts payable functions; Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements; financial management software systems and ability to utilize various software programs to analyze and maintain large amounts of data.

**Ability To:**

Analyze and prepare complex financial reports; maintain efficient and effective financial systems and procedures; accurately account for City funds; analyze budgets and perform analysis of budget impact on fund balances to communicate effectively orally and in writing; establish and maintain effective working relationships with employees, City officials, vendors and the public; operate listed tools and equipment; supervise customer service representative staff and resolve customer complaints and disputes; accurately record and maintain records; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management problems and recommend and implement effective courses of action; draft and edit reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.

**EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business or public administration, or a closely related field and five (5) years of professional accounting experience is required, including two (2) years at a supervisory level. Public agency experience and a master's degree in finance, accounting, public or business administration or a CPA is highly desirable.

**SPECIAL REQUIREMENTS**

Possession of and ability to maintain a valid California drivers license.

**TOOLS AND EQUIPMENT USED**

Typewriter, personal computer, including word processing, spreadsheet and database software including accounting and financial software, 10-key calculator, calculator, phone, copy machine, fax machine, and vehicle.

### **PHYSICAL DEMANDS**

The physical 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.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties, which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

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

Incumbents generally work in an office environment with extensive 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. The noise level when in the field can be quite noisy.

### **SELECTION GUIDELINES AND GENERAL INFORMATION**

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

The 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.

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