

CITY OF SAN JUAN CAPISTRANO

FINANCE MANAGER

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.

DEFINITION

To assist in managing, supervising and coordinating specific functions of the Finance Department, including financial management and/or other assigned functions; to serve as a member of the departmental administrative management team; to coordinate assigned activities with other City departments, divisions, and outside agencies; to provide highly responsible, professional and complex administrative support to the Chief Financial Officer/City Treasurer (CFO).

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the CFO.

May exercise direct supervision over management, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assumes management responsibility for assigned day-to-day services and activities of the Finance Department, including but not limited to general accounting, financial reporting, purchasing, accounts payable, payroll, and budgeting.
2. Provides professional and technical advice, assistance, and support to the CFO on matters related to departmental functions.
3. Manages and participates in the development and implementation of goals, objectives, priorities, policies, and procedures for assigned programs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures
4. Prepares, coordinates, and reviews the work activities of assigned staff; assigns work activities, projects and programs; coordinates department activities with other City departments and outside agencies and organizations.
5. Oversees and participates in the development and administration of the Finance Department annual budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
6. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; evaluates quality of work performed and works with employees to correct deficiencies; implements discipline as needed.
7. Oversees, develops, and administers the City's annual operating budget, including preparation, revenue forecasting, and review of departmental expenditure forecasts.

8. May participate in the development of projected utility commodity sales and utility user rates; may provide on-going monitoring, reporting, and recommendations.
9. Participates in major financial projects as assigned; works with assigned tax and bond consultants; issues bonds; prepares related reports.
10. Provides support in the preparation of the City's annual capital improvement budget; calculates available fund balances, prepares budget compilations, reviewing for consistency with operating budget and other master plan documents, and incorporates into the City's overall budget document.
11. Oversees the preparation the City's annual financial report, including financial statements and statistical information used to identify trends.
12. Manages information system issues related to departmental needs; performs complex and technical accounting and fiscal record management computer system analyses; identifies and analyzes problem areas in general accounting, payroll, and related systems; makes recommendations and assists in implementing accounting system improvements.
13. Conducts a variety of organizational studies and operational studies; recommends modifications to accounting management programs, policies, and procedures, as appropriate.
14. May serve as staff on boards, commissions and committees as assigned; prepares and may present staff reports and other necessary correspondence; provides information to elected officials.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal accounting systems.
16. Responds to public inquiries and complaints; negotiates and resolves sensitive, complex, or controversial issues.
17. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles and auditing standards.
- Operational characteristics, services and activities of a municipal accounting program.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of accounting, budgeting, and auditing.
- Principles, practice, and procedures of financial record keeping and reporting.
- Principles and practices of automated data systems as applied to accounting and other finance-related applications.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

Skill in:

- Managing, supervising and coordinating the work of lower level staff.
- Selecting, supervising, training and evaluating staff.
- Overseeing and managing operations, services and activities of the Finance Department.

- Developing and administering division goals, objectives and procedures.
- Preparing and administering large and complex budgets.
- Analyzing and interpreting financial data.
- Preparing clear and concise administrative and financial records and reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing, and evaluating new service delivery methods and techniques.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Five years of experience in governmental accounting, finance, and budget development, including two years of administrative and supervisory responsibility. Public sector finance experience at a management level is desirable.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, business administration or a related field. Master's Degree is desirable.