

## CITY OF MADERA

### FINANCIAL SERVICES MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, directs, coordinates and supervises the activities and operations of the a variety of functions within the Finance Department including budget development, general accounting, accounts payable, accounts receivable, auditing and reporting; coordinates assigned program activities with other program functions, City departments, outside agencies or organizations; supervises accounting staff; provides professional, administrative and technical support to the Director of Finance; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Financial Services Manager** is the management level class responsible for coordinating the activities of a variety of finance services including general accounting, accounts payable and accounts receivable, payroll, financial analysis and financial reporting. This class is distinguished from the Revenue Services Manager by overseeing varied general accounting duties while the latter focuses on revenue billing and collection activities.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Director of Finance. Exercises direct supervision over professional, technical and accounting support positions.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts management responsibility for supervising activities, operations and services of a variety of financial and management activities within the Finance Department including budget development, general accounting, payroll, accounts payable, accounts receivable, auditing, bond administration and financial reporting.
- Oversees and/or participates in the development, implementation and maintenance of the assigned division and department goals, objectives, policies and procedures for financial management, accounting and payroll; ensures that program goals are achieved.
- Plans, coordinates and reviews the work plan for assigned projects and responsibilities which may include financial systems, financial forecasting and audit compliance; provides administrative and technical direction to financial services staff; ensures compliance with grant reporting requirements.
- Coordinates the selection, orientation, training and evaluation of assigned personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures.

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- Oversee and performs complex accounting procedures, audits, budget adjustments and journal corrections.
- Reviews and recommends improvements to accounting, budgeting and reporting procedures; implements new procedures; establishes system controls for new financial systems and develops procedures to improve existing systems.
- Analyzes the financial information needs of City programs and develops financial systems to fulfill those needs; evaluates the effectiveness of current systems and procedures; develops financial statement formats in accordance with generally accepted accounting principles and legal requirements.
- Establishes accounting controls in accordance with standard audit requirements; assists external auditors in the annual fiscal audit; acts as liaison with external auditors for the development of audit schedules and other requirements for the annual audits.
- Prepares or supervises the preparation of reports and analyses for the City Administrator and departments including the annual financial report; responds to requests for information and advises City departments, governmental agencies and the public of City finance and accounting policies.
- Coordinates information systems software and hardware upgrades, systems processing and reporting.
- Provides staff assistance and technical support to assigned program activities and other City departments; conducts financial, organizational and operational service delivery studies; makes recommendations to address and resolves identified service delivery issues.
- Oversees debt service activities.
- Attends and participates in organizational and community meetings as necessary; stays current on issues relative to the field of municipal accounting and financial reporting; responds to and resolves community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

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 reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Financial Services Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of directly related experience in accounting at a professional level, preferably in a municipal government setting including some experience at a supervisory level, and a Bachelor's degree in accounting, business administration or a related field.

**License/Certificate:**

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

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Generally Accepted Accounting Principles and Procedures (GAAP); General Accepted Auditing Standards (GAAS); rules and regulations governing federal, state and local programs; Code of Federal Regulations; Housing and Urban Development Guidelines; principles and methods of municipal government accounting and auditing; principles of financial administration, including budgeting and reporting; internal auditing controls; financial and managerial analysis; cost accounting and analysis; principles and techniques of supervision; business law; basic economics; modern office procedures, practices, methods and equipment; research techniques.

**Ability to:**

Supervise and direct the work of others performing complex accounting transactions and analysis; recognize and resolve accounting, auditing, and internal control situations; examine and verify financial documents and reports; prepare a variety of budgets, financial statements, reports, and analyses; recommend and implement changes in accounting and internal control procedures; reconcile financial documents and reports; analyze data, draw logical conclusions, and make independent decisions; perform accounting transactions pursuant to GAAP and procedures; prepare a variety of financial statements, reports, and analyses; accurately interpret data processing reports; train and evaluate clerical, technical, and lower level professional staff; work a flexible schedule including occasional evening and weekend hours; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.