



Finance Manager

Department/Division:	Finance
Reports To:	Chief Financial Officer
Provides Direction To:	Accounting, Billing Staff
FLSA Exemption Status:	Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general direction, directs, manages, and coordinates the activities and operations of assigned divisions within the Finance Department, including Accounting and Billing; oversees accounts payable, accounts receivable, payroll, general accounting, investments, and cash management internal control functions and program areas, budgeting the annual Executive Budget, and the Annual Comprehensive Financial Report (ACFR); prepare a variety of financial reports involving District purchasing activities; and provides highly responsible and complex staff assistance to the Chief Financial Officer.

DISTINGUISHING CHARACTERISTICS

The Finance Manager is a discrete, management-level classification responsible for directing the activities and employees of the Finance Department both directly and indirectly through subordinate supervisors. The Finance Manager is distinguished from the Accountant in that the Accountant does not exercise supervisory or management authority. The Finance Manager is distinguished from the Chief Financial Officer in that the Chief Financial Officer has overall responsibility for the Finance Department.

ESSENTIAL FUNCTIONS

The duties listed below 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 class.

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for all accounting-related duties, including general ledger, accounts payable, accounts receivable, payroll, work order maintenance, and cost accounting.
- Performs complex analysis of revenues and expenditures; recommends amendments to the budget.
- Serves as a financial resource to the Board of Directors and various District departments; provides information regarding various accounts, revenues, and expenditures.
- Coordinates, prepares, and reviews the monthly budget report, the annual District Budget, the State Controller's Report, and the ACFR.

- Recommends and assists in implementing goals and objectives; recommends changes to accounting and auditing systems; develops new programs; develops and updates internal policies and procedures.
- Reviews, edits, and updates financial information to be posted to the general ledger.
- Assists departments in the proper classification of revenues and expenditures.
- Reports status of fixed asset inventory items to appropriate staff; notifies District departments of reusable items available; identifies items with appropriate tags; disposes of surplus goods according to applicable laws and regulations.
- Monitors and balances various accounts verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; monitors cash flows.
- Prepares and/or oversees the preparation of comprehensive financial studies, reports, and statements as directed.
- Reviews bank and investment account statement reconciliations.
- Maintains and adjusts the District's fixed assets records.
- Performs the Division's more technical and complex tasks and trains others to do the same.
- Participates in interviewing and hiring new staff; counsel employees on performance issues; approves time off for payroll purposes; and prepares and signs employee performance evaluations.
- Attends and participates in professional group meetings; stays abreast of new accounting pronouncements, regulations, and innovations.
- Maintains prompt and regular attendance.
- Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Operational characteristics, services, and activities of an accounting program.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Generally accepted accounting principles and practices.
- Finance and governmental accounting theory, concepts, procedures, and techniques.
- Advanced principles of fund accounting and corporate nonprofit accounting functions.
- Internal control principles and procedures.
- Principles and procedures of cash management.
- Principles, procedures, and techniques of financial analyses.
- Principles, practices, and applications of purchasing.
- Methods and techniques of maintaining inventory.
- Methods and techniques of contract negotiation and administration.
- Office procedures, methods, and equipment, including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.

Ability to:

- Plan, organize, direct, and coordinate the work of assigned staff.
- Supervise and coordinate accounting activities.
- Develop and implement accounting system modifications.
- Analyze and interpret financial and accounting records.
- Analyze procurement requirements and determine procurement procedures.
- Evaluate bids and award contracts accordingly.
- Negotiate with vendors and ensure contract compliance.
- Analyze and interpret complex utility billing records and coordinate with customer service billing staff.
- Interpret and explain District financial policies and practices.
- Select, supervise, train, and evaluate staff.
- Possess time management skills.
- Prepare a variety of complex financial statements, reports, and analyses.
- Interpret and apply federal, state, and local laws and regulations pertaining to accounting and auditing work.
- Examine and verify a wide variety of financial documents and reports.
- Conduct sound audits of financial records.
- Operate computers and word processing systems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Bachelor's degree from an accredited college or university with a major in Accounting, Finance, Business Administration, Public Administration, or a related field.

And

Experience: Four (4) years of progressively responsible experience in finance, accounting or related area. Minimum two (2) years of supervisory or administrative responsibility.

Licenses, Certificates; Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record.

Desirable Licenses/Certifications:

Licensed as a Certified Public Accountant (CPA) is desirable.

Master's degree in Accounting, Finance, Business Administration, Public Administration, or related field is preferred.

PHYSICAL AND MENTAL DEMANDS

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

While performing the duties of this class, the employee is required to use hands and fingers to handle or feel; repetitive motion for keyboard use and writing; frequently grasp, reach overhead, hold and reach; sit for long periods of time; occasionally walk, use staircases, stand, kneel, stoop and bend; occasionally lift and carry up to 25 pounds or up to 60 pounds with assistance; constantly use overall vision including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; and frequently hear and talk, in person and on the phone. Employees may be required to travel to other sites within the District.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.