

## CITY OF LAKE ELSINORE

### FINANCE MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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 general direction, plans, organizes, and coordinates the day-to-day operations and services of the Finance Division, which includes general accounting, special tax levy administration, debt management, long range financial planning, revenue modeling, auditing, cash management, purchasing, payroll processing, and business licenses; coordinates activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council and City Manager; serves as a technical resource for assigned staff and the Director of Administrative Services; performs other related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

The Finance Manager is a management level class responsible for overseeing all functions and operations of the Finance division, including originating, carrying out, reviewing, interpreting and coordinating policies in the administration of a diversified accounting, financial reporting and financial systems operation for the City. This classification is distinguished from the next higher classification of Director of Administrative Services in that the latter is responsible for overall management and administration of the Administrative Services Department operations.

#### SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Administrative Services. Exercises direct supervision over professional, technical and office support personnel.

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

- Plans, organizes and coordinates the activities and services of the Finance division, including activities associated with general accounting, special tax levy administration, debt management, long range financial planning, revenue modeling, auditing, cash management, purchasing, payroll processing, and business licenses; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Develops policies and procedures; recommends programs, projects, and work assignments to the Director of Administrative Services; monitors work activities to ensure safe work practices, work quality, and accuracy; develops and maintains short and long-range program

goals for assigned areas; ensures compliance with applicable rules, policies and procedures.

- Establishes performance goals for crews and individual employees; participates in the selection of personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.
- Plans, directs, coordinates, and participates in the division's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations, and standards.
- Directs day-to-day operations and participates in all financial management and financial systems activities; reviews, evaluates, and recommends improvements to administrative and financial internal control systems and procedures to ensure audit compliance; directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy and compliance with appropriate laws, ordinances and regulations.
- Serves as liaison with federal, state, regional, county, city, and special district agencies; provides responsible and complex staff support to the City Council, City Manager, and Department Heads; develops recommendations for policies, laws, ordinances, resolutions and programs related to Finance activities.
- Prepares, manages and coordinates the development of the Finance budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; coordinates the City budget process; monitors expenditures on a regular basis.
- Organizes, attends and serves the City's interests at public, community and special interest meetings, as well as civic and legislative events; responds to the most complex and difficult inquiries and requests for information; provides information and resolves issues and complaints; represents the unit to other divisions, other agencies, civic groups and the public; establishes and maintains a customer service orientation within the program.
- Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Responds to the more difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

## PHYSICAL, MENTAL AND ENVIRONMENTAL 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 statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written correspondence and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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 Finance Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in financial management, including at least three years in a responsible professional accounting capacity, and a bachelor's degree in accounting, business administration, finance or related field.

### License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Certification as a Certified Public Accountant (CPA) is desirable.

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

### Knowledge of:

Modern principles, practices and techniques of finance and information system administration, organization and operation; principles and practices of general, fund, cost and governmental accounting; principles and practices of auditing and financial control; network based computer applications and design; methods and techniques of supervision, training and motivation; principles of mathematics; applicable federal, state and local laws, codes and regulations, including those related to municipal finances; principles and practices of budget administration; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### Ability to:

Supervise and direct the work of the Finance Division; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and

performance levels; analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness; facilitate group participation and consensus building; attend evening meetings as required; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; 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, including a variety of complex financial and accounting programs.