

City of Victorville Position Description

FINANCE MANAGER

DEFINITION

Under the direction of the Assistant Director of Finance, directs, manages, supervises, and coordinates the activities and operations of the Accounting and Budgeting sections within the Finance Department; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible, complex administrative support to the Director; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a multiple-position class with incumbents assigned to Accounts Payable Management, Accounts Receivable/Billing Management, Budget Management, Accounting Management for Governmental Funds, and Accounting Management for Enterprise Funds, which involves essentially all aspects of said sections within the Finance Department. Incumbents in this class are fully competent to perform a wide range of professional and supervisory duties, and are responsible for meeting performance standards. Incumbent should have knowledge of department policies, operations and goals, and apply discretion in using this knowledge in the performance of tasks. Originality of thinking is required in interpreting and applying policies and precedents to unusual situations. Incumbent assumes a higher degree of accountability for the broad range of responsibility, the latitude for independent judgment and initiative, and the freedom in the decision-making process. Work is subject to continuing review in progress and upon completion. The Finance Manager is responsible for full implementation and effectiveness of an entire section and reports directly to the Assistant Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assumes management responsibility for assigned services and activities of the Accounting and Budgeting sections, including accounts payable, accounts receivable/billing, budget, and other accounting functions; recommends and administers policies and procedures; manages fixed asset accounting; plans, directs, coordinates and reviews the work plan for accounting staff; assigns work activities, projects, and programs; reviews and evaluates work product methods and procedures; meets with staff to identify and resolve problems; manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; advises departmental staff on the proper classification of expenditures and accounting transactions; reviews, analyzes and prepares schedules for grants, periodic accounting reports, cash forecasts, and account analyses; selects, trains, motivates, and evaluates accounting personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination actions; oversees and participates in the development and administration of the section's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures, and implements adjustments; coordinates the preparation of the City's annual operating and five-year Capital Improvement Program (CIP) budgets including the publication of draft and final; directs staff activities related to budget/CIP preparation, budget transfers, revenue and expenditure forecasts, projections, trends, and analysis; performs outside audits on transient occupancy tax accounts; balances liability accounts; performs bank reconciliations; manages accounts receivable accounts; assists in assessment district recordkeeping; plans, organizes, coordinates, and directs financial programs and activities under direction of the Director of Finance; classifies expenditure and disbursement documents to correct accounts; accounts for and maintains supporting records of financial transactions; coordinates applications and maintenance programming requests with City's Computer Information Services staff; serves as liaison for the Accounting and Budgeting sections with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues; may serve on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; provides responsible staff

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assistance to the Assistant Director of Finance; attends and participates in professional group meetings; stays apprised of new trends and innovations in the field of accounting; responds to and resolves difficult and sensitive citizen inquiries and complaints; understands and follows oral and written instructions; communicates effectively, both orally and in writing; establishes and maintains cooperative working relationships with those contacted in the course of work; routinely adheres to and maintains a positive attitude; safely operates City vehicles and equipment; and performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience – Bachelor's Degree in Finance, Accounting, or closely related field and three years of increasingly responsible experience in accounting work, including two years of supervisory experience. **Knowledge & Abilities** – **Knowledge of:** Principles, practices, procedures, and techniques of governmental accounting, municipal budget preparation, and program development and administration; operational characteristics, services and activities of a municipal accounting program; methods and techniques of cost depreciation systems and auditing; financial recordkeeping and transactions; municipal licensing and utility administration program; pertinent federal, state and local laws, codes, and regulations; principles of supervision, training and performance evaluation.

Ability to: Oversee and participate in the management of a comprehensive municipal accounting program; select, supervise, direct, train, and evaluate the work of subordinate staff; participate in the development and administration of section goals, objectives, and procedures; prepare and administer departmental budgets; prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; interpret and apply federal, state, and local policies and regulations; reconcile financial processing systems; audit revenue collections to ensure appropriate application of City revenue ordinances; audit internal accounting procedures and practices to ensure appropriate controls, checks and balances; coordinate and organize departmental work flow; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees, routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and government officials, community groups, and the general public; apply safe work practices; and operate City vehicles and equipment in a safe and efficient manner.

Licenses & Certificates - Must possess a valid Class "C" California driver's license.

WORKING CONDITIONS

Work is performed in an indoor environment. Incumbent shall be exposed to those conditions normally encountered in an indoor environment. Incumbent may be required to visit job sites. Physical demands are light, consisting primarily of sitting, standing and walking. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and may be required to attend night meetings after regular working hours, and be willing to work an irregular schedule, which may include weekends, holidays, evenings and/or varying hours.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE REVISED: January 23, 2008

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.
Share/job descriptions final/finance/1-28-99/1-23-08/jlr