



JOB DESCRIPTION

Finance Manager

Date Prepared: August, 2014

SUMMARY: Under general direction, directs, manages, supervises, and coordinates the activities and operations of Accounting within the Finance Division; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible, complex administrative support; performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Assume management responsibility for assigned services and activities of accounting, including accounts payable, accounts receivable/billing, budget, and other functions.
- Recommend and administer policies and procedures.
- Manage fixed asset accounting.
- Select, train, motivate, and evaluate accounting personnel.
- Plan, direct, coordinate, and review the work plan for accounting staff.
- Assign work activities, projects, and programs; review and evaluate procedures and work product.
- Meet with staff to identify and resolve problems.
- Manage and participate in the development and implementation of objectives and priorities for assigned work.
- Oversee the proper classification of expenditures and accounting transactions.
- Review, analyze, and prepare schedules for grants, periodic accounting reports, cash forecasts, and account analyses.
- Make recommendations in disciplinary processes.
- Oversee and participate in the development and administration of the annual budget; monitor and approve expenditures, and implement adjustments.
- Coordinate the preparation of the City's annual operating and five-year Capital Improvement Program (CIP) budgets.
- Direct staff activities related to budget/CIP preparation, budget transfers, revenue and expenditure forecast, projections, trends, and analysis.
- Perform outside audits on transient occupancy tax accounts, balance liability accounts, and perform bank reconciliations.
- Manage accounts receivable.
- Assist in assessment district recordkeeping.
- Assign expenditure and disbursement documents to correct accounts.
- Account for and maintain supporting records of financial transactions.
- Provide responsible staff assistance to the Chief Financial Officer.
- Attend and participate in professional group meetings.
- Stay apprised of new trends and innovations in the field of accounting.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

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 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.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying city, state and federal policies, laws and regulations.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Overseeing and participating in the management of a comprehensive municipal accounting program.
- Preparing and administering departmental budgets and financial reports.
- Analyzing problems and identifying alternative solutions.
- Interpreting and applying federal, state, and local policies and regulations.
- Auditing internal accounting procedures and practices to ensure appropriate controls, checks and balances.
- Coordinating and organizing departmental work flow.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an indoor office environment. Incumbent shall be exposed to those conditions normally encountered in an indoor office environment. Incumbent may be required to visit job sites. Physical demands are light, consisting primarily of sitting, standing and walking. Must be able to lift 50 pounds. 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.

Department Head Approval

Date

Personnel Officer Approval

Date