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Revised:

FLSA: Exempt

CITY OF RIO VISTA

FINANCE 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 administrative direction, assists in planning, managing, overseeing and directing the operations and services of the Finance Department which includes utility billing, business licensing, general accounting and expenditure control; prepares required reports and audits; coordinates activities with other City officials, departments, outside agencies and organizations; provides responsible and complex professional support to the City Council/Redevelopment Agency Board and City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Finance Manager** is a mid-management level class with supervisory responsibility over professional and technical staff. Incumbents assigned to this class perform professional municipal accounting duties of a higher complexity pertaining to financial and technical financial records preparation and maintenance, license and fees collections, audits, financial reporting, and payroll. This classification is distinguished from the next lower classification of Accountant II by the supervisory responsibility for that position and other Accounting Classes and the performance of overall department management responsibilities. This class is distinguished from the class of Finance Director by the latter's responsibility for overall direction of the Finance Department's activities.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Finance Director and/or City Manager. Exercises direct and indirect supervision over technical and support staff. Exercise of discretion and independent judgment with respect to matters of significance.

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

- Provides responsible and complex staff assistance to the Finance Manager and/or City Manager.
- In the absence of the Finance Director, accepts full responsibility for all Finance Department activities and services including activities associated with general accounting, accounts payable and accounts receivable, license and fee collection, utility billing and collection and payroll; responses to inquiries from the public regarding utility billing and licenses.
- Assists in developing, implementing and maintaining Finance Department goals, objectives, policies and priorities for appropriate service areas; ensures that established goals and priorities are achieved.

- Assists in planning, directing and coordinating the Finance Department's work plan through appropriate department staff; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Assists in the preparation, implementation, monitoring and control of the City's/Agency's annual operating and capital improvement budgets through the preparation of budget detail; forecasts revenues, expenditures and year end balances.
- Assist in managing and operating accounting, billing systems.
- Assists in preparing and presenting financial and administrative reports and resolutions to the City Council and Agency Board.
- Assists in overseeing internal and external audits of City/Agency funds and procedures.
- Represents the Finance Department to other departments and organizations; coordinates departmental activities with other departments and organizations.
- Serves as a resource for department personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional, and community meetings as necessary; stays current on issues relative to the field of municipal finance administration and relative service delivery responsibilities; responds to and resolves sensitive and complex 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 personal 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 **Finance Manager**. Must possess the equivalent of **four** years of broad

and extensive experience in professional municipal accounting, including at least **two** years in a responsible management or supervisory capacity, and a Bachelor's degree in accounting, business administration, economics or a related field. A Certified Public Accountant certificate is strongly desired.

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) and General Accepted Auditing Standards (GAAS); modern principles, practices and techniques of finance administration, organization and operation including accounting, auditing and municipal budgeting; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes, regulations and reporting requirements; cost control and revenue forecasting techniques.

Ability to:

Plan, direct, manage and coordinate the work of the Finance Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex accounting and financial issues, evaluate alternatives and implement sound solutions; analyze and interpret financial, and accounting records; prepare clear and concise administrative and financial reports; assist in the preparation and administer a municipal budget; develop and install sound accounting and financial reporting systems and procedures; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate department personnel; facilitate group participation and consensus building; 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 spreadsheet and software applications.