

## **FINANCE MANAGER**

### **SUMMARY**

Under general direction, plans, organizes, manages and provides direction and oversight to and personally performs professional level work in support of all agency financial activities, including financial reporting, budgeting, treasury, risk management and investment activities; functions as the Chief Financial Officer; coordinates the production and the administration of the Agency's budget and coordinates the annual external audit; serves as the Agency's Treasurer; directs and supervises Agency payroll functions; directs human resources activities such as employee evaluation, compensation and benefit administration, works' compensation, recruitment and selection, classification analysis, succession planning; manages Agency's risk management and insurance program; provides contract oversight and management as directed; provides assistance to Agency management staff in areas of expertise; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to the following:

- Develops and directs the implementation of goals, objectives and work standards for the department.
- Provides for the selection and training of department staff.
- Plans, organizes, reviews and evaluates the work of department staff. Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and Agency needs.
- Manages, coordinates, and implements systems and procedures related to all financial controls and reports; provides comprehensive financial management services and solves varied accounting and related problems within legal guidelines and Agency policies.
- Supervises all aspects of the accounting cycle and related record keeping.
- Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries; examines supporting documentation to establish proper authorization and conformance with contracts and other agreements, policies and appropriate regulations.
- Prepares the Agency's Comprehensive Annual Financial Statements (CAFR), including narrative, financial and statistical data sections.
- Oversees the production of the payroll and the processing of all payroll documents.
- Prepares documents, reports, schedules and workpapers required for coordinating the annual external audit; confers with auditors and provides information as required and implements auditors recommendations.
- Manages Agency risk management activities, including the procurement of appropriate insurance coverage.
- Oversees the Agency's investment and banking activities. Develops strategies to minimize risk and maximize returns.
- Manages and administers all aspects of the Agency's bond program, including preparing debt service invoices, making debt service payments to the Trustee, processing internal reimbursement invoices and external payment invoices, preparing monthly bond program financial reports, performing accounting entries, and coordinating with the Trustee, bond counsel and financial advisor as needed.
- Monitors regulatory and technological changes and evaluates their impact on the Agency's financial and accounting procedures; develops and implements improved policies and procedures as required.

- Develops and coordinates the administration of the annual operating and capital improvement budgets; prepares or directs the preparation of reports to assist with budget administration and expense management on an ongoing basis.
- Performs, directs and participates in long-term financial forecasting for the Agency.
- Coordinates the issuance of debt with financial advisors, bond counsel, and trustees.
- Prepares periodic and special financial statements for submission to management, the Agency Commissioners, appropriate agencies and the external auditor.
- Maintains or directs the maintenance of financial records for various funding sources, including grants and capital improvement projects; prepares reports for such funding agencies, as applicable.
- Directs Agency human resources activities and functions, including annual employee evaluation program, compensation and benefit administration, workers' compensation, recruitment and selection, classification analysis, succession planning.
- Oversees the maintenance of the Agency's financial operating system including access to online banking and employee benefits enrollment function. Develops and maintains system access and backup protocols.
- Oversees Agency revenue functions including billings, invoicing and collections.
- Manages provision of Agency financial services to contracting Special Districts.
- Supports other Agency departments in procurement and public contracting process. Provides assistance on contract bid, award, and management.
- Assists in the development of Agency's Asset Management Program and integration of Fixed Asset Replacement Schedule into the annual budget.
- Represents the Agency in meetings with other special districts, governmental, regulatory and funding agencies, auditors and others as required.

#### **SUPERVISORY RESPONSIBILITIES**

Directly supervises the Agency's accountant, financial/administrative analyst, and other administrative staff as required. Carries out supervisory responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, staffing coverage, and directing work; tracking and authorizing time sheets; setting staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining staff; investigating, addressing and resolving personnel complaints and related problems.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION AND/OR EXPERIENCE**

Equivalent to graduation from a four-year college or university with major course work in accounting, economics, business or public administration or a field related to the work. Possession of an advanced degree and/or certification as a CPA is desirable.

Possesses three years of financial or administrative experience in governmental or special district setting with a minimum of 4 years supervisory experience. Experience in the human resources function is highly desirable

#### **INTERPERSONAL SKILLS**

Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and financial reports. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, management, customers, the general public, and the Board of Commissioners.

**MATHEMATICAL SKILLS**

Ability to apply mathematical concepts such as fractions, percentages, ratios, exponents, and proportions to practical situations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

Failure to maintain this standard may result in loss of employment

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and arms, handle, feel, and talk or hear in person or on the telephone or radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel and crouch. The employee must lift and/or move up to 10 pounds, shoulder height. Specific vision ability required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

A medical evaluation will be given to determine physical fitness for the job.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate, and typical of a business office with computers and printers operating.

**SPECIAL REQUIREMENTS**

There are no special requirements for this job.

**RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

**Job Title:** Finance Manager  
**Department:** Administration  
**Reports To:** General Manager  
**FLSA Status:** Exempt

**Revised Date:** July 2008