

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: FINANCE MANAGER

DATE: 3/10/2020

JOB CODE: 51715

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under administrative directions, manage the Accounting Section of the Finance Division including payment processing, payroll, accounts payable, accounts receivable, construction, and general accounting; participate in performing professional accounting duties in the analysis, preparation, and maintenance of financial records, statements, and reports; ensure appropriate financial controls and security measures are in place to safeguard Department funds; participate in the development of the Department's operating and capital budgets; perform complex and difficult financial and accounting analyses; and lead process improvement projects involving complex systems within the Department, this includes oversight of accounting staff, while fostering leadership, mentoring and team building skills. The incumbent will provide highly responsible and complex assistance to the Director of Finance.

DISTINGUISHING CHARACTERISTICS

The class of Finance Manager is the second in command in the Finance Division under the direction of the Director of Finance and serves as a manager over finance staff and operations. This class further assists the Director of Finance in the overall management of the Division and handles the most complex aspects of financial analyses, budgetary, forecasting, and related work. This class is distinguished from the Senior Accountant in that the senior level is the advanced professional level in the accounting series and may provide supervision for a section or functional area of finance and assigned subordinate accounting staff.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Provide day-to-day leadership and work with staff to ensure a high-performance, customer service-oriented work environment that supports the Department's values; direct all activity of the accounting section including general accounting, cash and investments, accounts receivable, accounts payable, construction and cost accounting, fixed assets, and debt service;

- Manage the responsibilities, authority, and accountability of all direct subordinates; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; take disciplinary action to address performance deficiencies, in accordance with Department policies and labor contract agreements;
- Develop, implement, and oversee the Department's monthly, quarterly, and annual comprehensive financial reports, and accounting and fiscal reporting programs, activities, and services; oversee implementation and maintenance of new accounting-related systems and programs;
- Coordinate activities for the Department's annual audit; establish the audit schedule and prepare and provide work papers and schedules, financial statements, and footnotes as determined by the auditor; respond to questions and issues; prepare the Comprehensive Annual Financial Reports;
- Oversee account reconciliations pertaining to banking, investments, general ledger, revenues, and expenses to ensure transactions are properly recorded and funds are safeguarded; review accounts within funds, to ensure that funds are balanced, and activities are in compliance;
- Oversee and participate in the development and administration of assigned budgets; in association with the Finance Director, participate in the development and administration of the Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary;
- Participate in the development and implementation of goals, objectives, policies, and priorities for the Finance division; analyze, recommend, and administer policies and procedures to meet governmental and accepted accounting reporting requirements;
- Provide responsible staff assistance to the Finance Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to finance and accounting programs, policies, and procedures as appropriate; develop and maintain accounting procedures manuals;
- Perform complex administrative and financial analyses, including problem identification, selection of methodology, and evaluation of alternative solutions and presentation of findings;
- Oversee accounting for the Department's debt, including the calculation of amortization, accruals for payment of principal, interest and supporting fees and the reconciliation of accounts; coordinate and provide documentation for debt issuance, regulatory disclosure compliance, and debt administration; prepare annual bond disclosure reports;
- Establish financial controls and review expenditures for conformance with approved budgets; prepare and review monthly budget vs. actual reports; develop operating and other statistics used for budgeting purchases and costs;
- Participate in rate and fee studies;
- Initiate changes to and lead the design, control, operations, and enhancement of computerized financial systems, including budget control, general ledger control, contracts, accounts payable, revenue, billing, bank investments, payroll project construction, accounting, and fixed assets;
- Represent the Finance Division to other departments, elected officials, and outside agencies in recommending and administering accounting/administration policies and procedures; answer financial questions from staff, public agencies, and others;
- Represent the Department in a variety of public forums including business, financial and community events, and with federal, state and local governmental bodies; stay abreast of new trends and innovations and develop opportunities for new sources of funding;

- Provide technical direction to accounting staff; establish and maintain procedures and practices; oversee the development of new systems and the review of existing practices; review and update financial policies; review and reconcile accounting and finance functions, such as posting to and balancing of accounts, opening and closing of accounts, auditing and making adjusting entries, and preparing periodic reports;
- Ensure effective operation of the Department's Enterprise Resource Planning (ERP) system and other financial system applications; implementation of upgrades; coordinate changes with Information Technology Section and provide user training on system applications to other department representatives;
- Act in the absence of the Finance Director; participate on various committees or task forces; support and carry out various administrative, financial, operating, and personnel policies of the Department;

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of enterprise governmental accounting, auditing, and financial reporting; public utility administration and best practices;
- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB);
- Supervisory practices and procedures, including methods for selecting employees, providing training, conducting performance evaluations, and administering disciplinary procedures, including managing employees through multiple levels of supervision;
- The means of developing alignment between strategic goals and individual performance standards;
- Modern office procedures, practices, methods, and equipment, including computer hardware and software applications utilized in financial accounting and record keeping;
- Best practices as applied to providing excellent customer service throughout the organization;
- Advanced methods and techniques of statistical and financial analysis;
- Principles, practices, and methods of budget preparation and strategic planning and administration;
- Pertinent federal, state and local laws, ordinances, codes, rules, regulations, and grant requirements pertaining to governmental accounting systems;
- Advanced methods and techniques of data collection, research, and report preparation;
- The concept of continuous improvement and the practices of process mapping and structured problem solving;
- Rate-making principles, concepts, and issues;

Ability to:

- Plan, organize, schedule, monitor, and supervise work of the Finance division to meet schedules and timelines; set priorities for, train, evaluate, select, and recommend advancement/discipline of subordinates;
- Understand, interpret, explain, and apply Agency policies and state and federal laws regulating financial accounting, budgeting, reporting, and recordkeeping;
- Evaluate financial and organization programs and make sound recommendations within areas of responsibility under intensive deadlines;
- Represent the Department effectively in dealings with the financial community and other agencies;
- Present proposals and recommendations, clearly, logically and persuasively;
- Use tact and diplomacy in dealing with sensitive and complex issues, situations, and concerned people;
- Communicate effectively, both orally and in writing;
- Prepare, verify, and present concise financial reports and statements;
- Perform complex financial analysis work;
- Perform responsible and complex professional-level accounting work;
- Operate a personal computer accurately and efficiently; use a variety of computer software programs;
- Devise and implement efficient accounting and record keeping procedures;
- Read, understand, interpret, apply, and communicate accounting principles, policies, procedures, contracts, grants, rules, and regulations;
- Prepare, verify, and present concise financial reports and statements;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Department goals;
- Exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Understand and carry out oral and written instructions, communicate clearly and concisely;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, provide quality customer service;
- Operate a vehicle observing legal and defensive driving practices;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in accounting, finance, public or business administration, or closely related field with a concentration in accounting,

And

Experience: Five (5) years of professional level experience in accounting and finance including financial analysis, accounting, auditing, accounting procedures development, long-range financial forecasting, budget development, debt management, and at least two (2) years of supervisory experience; and advanced level proficiency in word processing, spreadsheets, and/or databases. Experience must be within the last ten (10) years.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Finance Manager

To: Director of Finance

Job Description:

BOWC Approved:	<u>8/9/2005</u>
Rev:	<u>8/7/2012</u>
	<u>9/16/2016</u>
Rev w/title change	<u>10/3/2017</u>
Rev w/title change	<u>3/10/2020</u>

Testing Standards: App Review/ Supp App Review