

CITY OF CLEARLAKE FINANCE MANAGER

DEFINITION

Under general direction of the Director of Finance, perform various duties relating to all aspects of City finances and oversee the city's financial operations, with a special focus on grants management and directing the accounting department.

SUPERVISION EXERCISED

May exercise technical and functional supervision over less experienced staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Direct and supervise the accounting staff, ensuring the accuracy and integrity of all financial records.

Manage accounts payable, accounts receivable, payroll, and general ledger reconciliation.

Prepare monthly, quarterly, and annual financial statements and reports, and coordinate the annual external audit.

Assist in payroll and Budget activities.

Perform and monitor loan service activities, evaluate and monitor borrower's continuing loan performance status, perform collection activities including contacting delinquent clients; calculate and impose penalties and interest as applicable, prepare and file foreclosure notices and documents, and appear in court as may be necessary to conclude collection of bad debts.

Administer and monitor transient occupancy tax ordinance as designated, monitor transient occupancy tax operators, issue transient occupancy tax certificates, prepare and issue tax reports, monitor tax reporting, impose penalties and interest as applicable, assist in financial audits of facilities, assist operators in understanding and complying with regulations related to required reporting and accounting procedures.

Administer and monitor business license ordinance as designated, process and issue business licenses, receive and process revenues generated from business licenses, calculate and impose penalties as applicable.

Administer, monitor and perform grant activities, including preparing applications, filing reports and managing timely grant workflows.

Calculate and impose civil penalties for violations of certain codes such as business license and transient occupancy codes; issue citations and appear in court as may be necessary to obtain compliance with code requirements.

Perform and monitor collection activities of delinquent accounts and collection of bad debt.

Receive, sort and organize a variety of financial documents including bills, invoices, payments and purchase orders; review documents including bills, invoices, payments and purchase orders; review documents received for accuracy and completeness, process invoices for payment and mailing.

Participate in a full range of accounts receivable activities; collect and process revenues.

Develop, implement, and maintain financial policies and procedures to improve efficiency, transparency, and internal controls.

Assist customers, departments and employees by providing fiscal information, explaining procedures, and answering questions.

OTHER JOB-RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Generally accepted accounting and bookkeeping principles and procedures and their application to basic accounting transactions.

Theory and practices of modern governmental accounting.

Municipal budgeting concepts.

Ability to interpret codes, ordinances, laws and regulations related to enforcement and collection activities.

Principles and practices of loan servicing.

Date processing systems and practices.

Principles and practices of purchasing.

Skill to:

Operate modern office equipment including computer equipment and 10 key calculator.

Ability to:

Interpret and apply bookkeeping principles and procedures involved in maintaining the control of records and preparing financial data.

Identify and respond to Director of Finance and City Manager issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare and maintain a variety of routine financial reports, records and files.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Make mathematical calculations quickly and accurately.

Select, train, motivate and direct department personnel directly and through subordinate supervisory staff, evaluate and review work for acceptability and conformance with department standards.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Sufficient education, training and experience to help manage the finances of a city, the collection, accounting and reporting of City funds and the work of a city Finance Department. A typical way to obtain the required qualifications is to have:

A bachelor's degree is desirable; and

Four years of professional, comprehensive and increasingly responsible work experience in governmental accounting, auditing and financial management, including one to two years in a supervisory or managerial capacity.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

The position requires prolonged sitting in the performance of daily duties and frequent repetitive keyboarding for inputting data and preparing reports and other documents. The position also requires walking, standing, stooping, some pushing, dragging, and light lifting while obtaining and returning journals, printouts, documents and boxes. The position works in an office environment,

with standard office equipment, interacts with the public, and is subject to interruptions and deadlines.

Effective Date:

Resolution No.