



Civic Center
53-990 Enterprise Way
Coachella, CA 92236
Telephone: (760) 398-3502

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FLSA: EXEMPT

FINANCE MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the processing of financial transactions and preparing and reconciling financial and accounting records and reports; performs professional financial work to ensure regulatory compliance with accounting, grant and legal requirements; maintains and improves the City's revenue collection functions; administers current and long-term planning activities; manages the effective use of department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Finance Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises direct and general supervision over professional, technical, and administrative support staff as assigned.

CLASS CHARACTERISTICS

This is a mid-management classification that manages professional-level financing activities in the Finance Department. The incumbent organizes and oversees assigned department functions related to revenue collections, treasury management and other assigned department functions. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Finance Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Finance Director in that the latter has overall responsibility for all functions of the Finance Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily operations, and activities of assigned department functions, including preparing, monitoring, forecasting, and analyzing financial information, financial processing, reporting, and record keeping.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director.
- Prepares, calculates, and analyzes a variety of financial reports and data in the preparation of the City's annual operating and Capital Improvement Program budgets.
- Assists in the preparation of agenda items for City Council review.
- Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors financial procedures of all City departments, including internal audits and checks and balances; ensures that necessary corrective actions are taken.
- Provides information to City departments regarding financial policies and procedures; interprets policies and procedures for departments.
- Implement and track revenue collection functions for taxes and grant funding.
- Provides highly complex staff assistance to the Finance Director; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs duties of a disaster services worker in event of an emergency.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance, including general and governmental accounting, auditing and reporting functions.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes and regulations concerning the operation of the assigned division.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned division.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Familiarity with GASB and other applicable accounting guidance including pronouncements and implementation guides and the ability implement those pronouncements and guidelines.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from an accredited four-year college or university with major coursework in accounting, finance, business, law, or public administration and five (5) years of higher level (senior accountant, financial analysis, accounting/finance supervisor or any equivalent position demonstrating a degree of progression and increased responsibility to a level that would be considered suitably skilled to demonstrate this position is a reasonable next progression in career development) specialized experience in a related field, including three (3) years of supervisory experience.

Minimum required education - Graduation from an accredited four-year college or university with major coursework in accounting, finance, business or a related field.

Required supervisory experience – 3 years in a position that performed direct oversight of staff.

A Master's degree is highly preferable.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- A Certified Public Accountant (CPA) license or Certified Public Finance Officer (CPFO) certification is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.