

**CLASS SPECIFICATION**  
**Financial Operations Division Manager**

**GENERAL PURPOSE**

Under general direction, manages the Finance and Accounting division of the Finance Department and participates in performing professional accounting duties in the analysis, preparation and maintenance of financial records, statements and reports; coordinates and participates in development and presentation of the City's annual operating and capital budgets; makes complex and difficult financial and accounting analyses; provides expert professional assistance to City managers on financial, accounting, budgeting, payroll and related matters; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Financial Operations Division Manager is responsible for managing and directing the work of professional accounting and accounting support staff responsible for developing and maintaining the City's financial records, reports and statements and for administering the City's general accounting, accounts payable, budgeting and payroll functions. The incumbent is also responsible for coordinating and participating in the development and production of the City's annual operating and capital budgets. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Finance and Accounting division of the Finance Department; with subordinate supervisors and staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Plans and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations;

provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, organizes, manages and participates in carrying out the City's accounting and financial management programs and activities, including budgeting, general accounting, payroll and accounts payable; manages, monitors and oversees activities and operations of accounts payable and payroll to ensure full compliance with applicable laws, codes and regulations, City policies, practices and procedures and generally accepted accounting principles; manages and ensures smooth operation of the general ledger accounting and payroll computer systems.
5. Manages and reviews the work of employees preparing and processing accounting transactions, making journal entries and reconciling general ledger and subsidiary records and accounts, maintaining accounting records and reports and preparing monthly and annual financial statements, reports, schedules and footnotes; makes the final review of monthly and annual financial statements and attends City Council meetings to provide explanations and answer questions; verifies and approves financial records; directs and participates in the year-end closing process; coordinates calculation of the City's secured and unsecured tax rates; prepares staff reports on finance-related issues.
6. Manages, coordinates and participates in the City's annual operating and capital budget development process; supervises and participates in development of preliminary and final budget documents, supporting exhibits and detail, coordinating review of key policy issues and decisions with the City Manager and department heads to ensure timely completion; develops long-range revenue projections and expenditure forecasts; analyzes proposals for capital and operating operations or programs; presents or participates in presenting proposed budgets to the City Council; evaluates monthly budget-to-actual variance reports and supervises preparation of footnotes explaining budget variances for incorporation with monthly financial statements and reports; researches and works with department heads and other managers to resolve problems and discrepancies.
7. Develops and participates in implementing goals, objectives, policies and standards for the Finance department; establishes and maintains internal control procedures and ensures control procedures and accounting standards are met; plans, develops and coordinates the implementation of new projects, procedures or measures; approves changes to the City Chart of Accounts.
8. Provides expert professional assistance and support to staff and City management; provides expert guidance and direction in resolving a wide array of routine to complex disputes or issues, in compliance with generally accepted accounting practices, applicable laws, codes and regulations and District policies and procedures; directs the training and development of professional and technical department staff; researches, analyzes, evaluates and develops findings and makes determinations and recommendations involving complex financial management issues; as directed, participates on various City committees, offering accounting and financial expertise and knowledge.

#### **OTHER DUTIES**

1. Performs high-level, specialized and complex special projects and studies as assigned; prepares reports and correspondence associated with such projects and studies; makes presentations to the City Council, its committees and other agencies and organizations.

2. Evaluates and formulates recommendations for enhancing the City's financial statements and reporting systems.
3. Acts for the Finance Director/City Treasurer in that individual's absence.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of general, enterprise, and governmental accounting including financial statement preparation and methods of financial control and reporting.
2. Principles and practices of cost and fixed asset accounting.
3. Principles and practices of internal control.
4. GAAP, GASB and GFOA Accounting Standards and requirements.
5. Budget development and administration principles, practices and methodologies.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
7. Principles, practices, methods and techniques of public agency budgeting for on-going operations and capital improvements.
8. City functions and associated financial management and reporting issues.
9. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
10. The operations, requirements and coding structure for the City's automated general ledger system.
11. Principles and practices of public administration, including purchasing and contracting and the maintenance of public records.
12. Principles and practices of sound business communication.
13. Principles and practices of effective management and supervision.
14. City human resources policies and procedures and labor contract provisions.

### **Ability to:**

1. Operate a computer and spreadsheet software.
2. Analyze and make sound recommendations on complex financial data and operations.
3. Plan, manage and evaluate a variety of financial and internal service programs and activities and make sound recommendations for improvement.

4. Understand, interpret, explain and apply City, state, and federal laws regulating financial accounting, reporting, recordkeeping and budgeting.
5. Develop and implement financial procedures and internal controls.
6. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
7. Perform complicated mathematical calculations and analyses and prepare clear, concise and comprehensive financial statements, reports, studies and other written materials.
8. Present proposals and recommendations clearly, logically and persuasively.
9. Exercise sound, expert independent judgment within general policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintaining effective working relationships with all levels of City management, City Council members, officials of other public agencies and governmental organizations, consultants, staff and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in accounting, finance, business administration or a closely related field; and at least seven years of progressively responsible professional accounting experience, at least two years of which was at a supervisory level; or an equivalent combination of training and experience, preferably in a governmental agency.

**Licenses; Certificates; Special Requirements:**

License as a Certified Public Accountant is desirable but not required.

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, City Council members, officials of other public agencies and governmental organizations, consultants, staff and others encountered in the course of work..

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.