



BUDGET & FINANCIAL OPERATIONS-FINANCE MANAGER

DEFINITION

Occupants of this classification are in the classified service. Under administrative direction from the Chief Financial Officer, this management position is responsible for the performance of complex financial, revenue and budgetary work of considerable difficulty. Incumbents of this classification manages the Revenue division of the Finance Department, as well as the areas of supervise and provide direction on general financial, payroll, accounts payable and general financial and budget ~~issues and~~ systems for both the City and its component financial units.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the Chief Financial Officer or designee. Responsibilities may include supervision of professional, technical and clerical personnel.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Coordinates all tasks in preparation of the City's annual operating and capital improvement budget and prepares and submits the necessary documents for consideration of budget award programs.
2. Manages the review of revenues and expenditures and prepares analyses and forecasts; including, but not limited to, the preparation of quarterly, mid-year and year-end reports, as well as participation in the development of a five-year financial forecast. Projects appropriable fund balance for all city funds.
3. May prepare and review reports for City Council as assigned by the Chief Financial Officer. Advises on associated fiscal and/or budgetary impacts and participates in budget study sessions for both the operating and capital portions of the budget.
4. Supervises and participates in comprehensive accounts payable and payroll operations, ensuring proper processing and timely mandatory reporting and submission. May coordinate filing of SB90 claims for reimbursement of state mandated costs.
5. Stays up-to-date on the knowledge and practices essential for delivering effective and efficient budgeting, accounts payable, revenue and payroll services.
6. Manages the enforcement of provisions of the City's revenue code through ongoing field investigations and audits. Also works with City's independent auditors and other City departments to ensure effective internal controls over cash handling and revenue management.
7. Maintains a current and thorough working knowledge of State and City laws and procedures regarding municipal revenue sources including business taxes. Accurately interprets and applies such laws and devises procedures to assure the compliance of the Finance Department with such laws.
8. Manages and monitors a variety of revenue sources for the City including business tax, utility

ATTACHMENT 3



| users' tax, transient occupancy tax, sales tax, franchise fees, and property taxes.

9. Selects, trains, motivates, and evaluates assigned personnel. Works with employees to correct deficiencies and implements appropriate discipline procedures. Ensures excellent customer service is provided to city departments, citizens, the public and customers conducting business with the City.
10. Participates in the development and implementation of the financial goals of the City; manages objectives, policies, and priorities for assigned programs towards those goals; recommends and administers policies and procedures
11. Contributes to the coordination of overall City efforts by cooperating with other managers and supervisors throughout the City to supply and exchange information relative to the financial performance of the City.
12. Makes effective verbal presentations and written reports for the City Council, boards and commissions, staff, intergovernmental and citizen groups. Develops and presents ideas and issues in a convincing verbal and written manner.
13. May act on behalf of the Chief Financial Officer in his/her absence.
- ~~1. Under general direction of the Chief Financial Officer, coordinates all tasks in preparation of the City's annual operating and capital improvement budget,~~
- ~~2. Monitors revenues and expenditures and prepares analyses and forecasts; including, but not limited to, the preparation of quarterly, mid year and year end reports, as well as participation in the development of a five year financial forecast. Projects appropriable fund balance for all city funds.~~
- ~~3. Reviews and/or participates in the preparation of all budget amendments submitted by departments.~~
- ~~4. Manage and oversee the budget module of the financial system, and creates reports as necessary.~~
- ~~5. May review reports to the City Council as assigned by the Chief Financial Officer. Advises on associated fiscal and/or budgetary impacts.~~
- ~~6. Prepares and submits the necessary documents for consideration of budget award programs.~~
- ~~7. Supervises and participates in comprehensive accounts payable and payroll operations, ensuring proper processing and timely mandatory reporting and submission. May coordinate filing of SB90 claims for reimbursement of state mandated costs.~~
- ~~8. Stays up to date on the knowledge and practices essential for delivering effective and efficient budgeting, accounts payable, and payroll services.~~
- ~~9. Selects, trains, motivates, and evaluates assigned personnel. Works with employees to correct deficiencies and implements appropriate discipline procedures.~~
- ~~10. Plans, directs, coordinates, and reviews the work plan and activities for assigned staff. Meets with staff to identify and resolve problems.~~
- ~~11. Participates in the development and implementation of the financial goals of the City; manages objectives, policies, and priorities for assigned programs towards those goals; recommends and administers policies and procedures~~
- ~~12. Contributes to the coordination of overall City efforts by cooperating with other managers and supervisors throughout the City to supply and exchange information relative to the financial performance of the City.~~
- ~~13. Makes effective verbal presentations and written reports for the City Council, boards and commissions, staff, intergovernmental and citizen groups.~~
- ~~14. May prepare and administer Division budget under the direction of the Chief Financial Officer.~~

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and practices of governmental budgeting and performance measurement, fund and cost accounting, auditing, financial reporting and administration as practiced in municipal organizations.
- Financial management software systems.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles, methods and practices of accounts payable operations.
- Principles and practices of effective customer service.
- Principles and practices of program development and administration.
- Principles and practices of effective supervision, training, and evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Government accounting principles and systems

Skill and Ability to:

- Analyze, interpret, and explain budget and financial policies and procedures.
- Select, supervise, train and evaluate staff.
- ~~Oversee, direct and coordinate the activities of lower level staff to meet division goals and objectives.~~
- Establish and maintain an effective working relationship with employees and the public.
- Analyze data and prepare clear ~~and~~ concise, complete and accurate administrative and financial statements, schedules and reports.
- Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
- Utilize various software programs to analyze and maintain large amounts of data and create complex reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both verbally and in writing.
- Respond in a timely and accurate basis to public inquiries and complaints in a courteous and tactful manner.
- Exercise independent judgment in administering ordinances, policies, and regulations.
- Participate as an active member of the financial "team".
- Work effectively within strict deadlines.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license is required if assigned to drive.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's degree from an accredited college or university in business administration, accounting, economics or a related field and five (5) years of recent, paid professional management experience.

~~preferably in a municipal government setting at the working level of professional accountant or Budget Analyst preferably in the public sector including a minimum of two (2) years' experience at a supervisory level is required. - Prior supervisory experience preferred.~~

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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires vision (which may be corrected) to read small print and computer screens.
- Hear in the normal audio range with or without correction.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings, weekends and/or holidays.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries.