

## FINANCIAL SERVICES MANAGER

*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.*

### **SUMMARY DESCRIPTION**

Under general direction, supervises and coordinates assigned activities and operations within the Administrative Services/Administration Division; coordinates assigned activities with other divisions, outside agencies, and the general public; performs a full range of complex professional accounting work with overall responsibility for the City's financial reporting, budgeting activities, and monitoring of revenue and expenditures; and provides highly responsible and complex staff assistance to the Assistant City Manager/Administrative Services Director.

### **IDENTIFYING CHARACTERISTICS**

The Financial Services Manager is a division manager providing advanced technical skills and leadership to assigned functions and programs within the Administrative Services/Administration Division. Positions in this class are responsible for the development, implementation, and maintenance of policies and procedures relating to areas of assignment. In addition to managing and directing assigned staff, this position acts as a technical and management consultant to City staff on administrative issues related to areas of assignment. The Financial Services Manager works on complex problems or projects where analysis of situations or data requires an evaluation of variables using specialized technical concepts creatively and effectively. The Financial Services Manager is fully functional in all aspects of governmental accounting and performs a full range of complex professional accounting work.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates the organization, staffing, and operational activities for assigned activities and operations of a major accounting section within the Administrative Services/Administration Division.
2. Participates in the development and implementation of goals, objectives, policies, and priorities relating to assigned services and activities; recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned Administrative Services/Administration Division operations and functions; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Participates in the selection of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Assists the Assistant City Manager/Administrative Services Director in preparing the City's budget and manages the budgeting process including midyear reviews and budget modifications; prepares expenditure and revenue calculations and projections as well as historical comparisons and trend analysis; provides budget work papers to and works closely with department heads; establishes budgets for a variety of funds; produces final Budget document and presents to Council.

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7. Oversees the preparation of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports including the preparation of the CAFR and serves as lead analyst in assembling financial documents used in the preparation of and in preparing the State Controller's report.
8. Oversees internal audit of assigned operations; analyzes procedures and determines that City operates in compliance with City rules and regulations; evaluates internal controls and makes recommendations for improvement.
9. Monitors revenues and expenditures to ensure proper collections/payments; responds to requests for payoff demands on outstanding loans and negotiates payoffs when necessary; provides assistance to departments in managing financial components of grants.
10. Participates in complex studies and analysis having a financial impact; coordinates with other departments to gather data and provide input; reviews and analyzes information; prepares study report and recommendations as appropriate.
11. Provides analytical and administrative support to special projects; researches, compiles, analyzes, and reports data for special projects including those assigned by the City Manager and Assistant City Manager/Administrative Services Director; recommends solutions based on analysis and findings.
12. Provides staff assistance to the Assistant City Manager/Administrative Services Director; participates on a variety of committees; may participate in negotiating various agreements; prepares and presents staff reports and other correspondence as appropriate and necessary.
13. Coordinates assigned Administrative Services/Administration Division services and activities with those of other divisions and outside agencies and organizations.
14. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of accounting; incorporates new developments as appropriate into programs.
15. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a comprehensive municipal accounting operation including .
- Principles and practices of public agency financial management including general and governmental accounting, budgeting, auditing, and reporting functions, as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Principles and practices of automated financial systems.
- Principles of municipal budget preparation and control.
- Principles of supervision, training, and performance evaluation.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

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**Ability to:**

- Coordinate and direct assigned operations within the Administrative Services/Administration Division.
- Supervise, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Recommend and implement goals, objectives, policies, and procedures for providing assigned accounting services programs.
- Examine and verify financial documents, reports, and transactions.
- Analyze, reconcile, and draw conclusions from financial data.
- Interpret financial data and recognize accounts that need detailed investigation.
- Prepare a variety of budgets, financial statements, reports and analyses.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Prepare clear and concise reports.
- Analyze complex issues, evaluate alternatives, and reach sound conclusions.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Make adjustments to operating procedures as necessary to improve organizational effectiveness.
- Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or related field.

**Experience:**

Four years of increasingly responsible professional accounting experience including two years of supervisory experience. Experience in a public agency is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.