



JOB DESCRIPTION

Finance Manager

Date Prepared: April, 2021

SUMMARY: Under general direction, the Finance Manager may direct, manage, supervise, and coordinate the activities, operations and personnel involving elements of Accounting, Purchasing, Payroll and Customer Service within the Finance Department; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible, complex administrative support; employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are expected to function with very little direct oversight. performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Assume management responsibility for assigned services and activities involving elements of accounting, purchasing, payroll, and customer service including accounts payable, accounts receivable/billing, budget, revenue, and other functions.
- Oversee proper finance implementations Citywide.
- May manage fixed asset accounting and other special projects.
- Oversee the proper classification of expenditures and accounting transactions.
- May review, analyze, and prepare schedules for grants, periodic accounting reports, cash forecasts, and account analyses.
- May participate and/or may oversee the development and administration of the annual budget, the City's annual operating and five-year Capital Improvement Program (CIP) budgets, revenue and expenditure forecasts, projections, trends, and analyses, monitor and approve expenditures, and implement adjustments.
- May perform outside audits on transient occupancy tax accounts, balance liability accounts, and perform bank reconciliations.
- May oversee the coordination of Citywide contracts.
- May oversee the administration of competitive bidding process.
- May assist in assessment district recordkeeping, bond indebtedness activity and reporting, Successor Agency ROPS, and monthly, fiscal, or calendar year-end closing account process.
- May be responsible for the coordination and development of the City's Comprehensive Annual Financial Report.
- Account for and maintain supporting records of financial transactions.
- Prepare, review, and approve staff reports with accurate information while meeting the deadlines.
- Attend and participate in professional meetings and represent the City in a professional manner.
- Provide responsible staff assistance to the Finance Officer.
- Stay apprised of new trends and innovations in the field of finance.
- Manage and participate in the development and implementation of objectives and priorities for assigned work.
- Develop policies and procedures in compliance with federal, state, City Charter, and municipal code requirements.
- Recommend and administer policies and procedures.
- Make recommendations for updates to the City's municipal code.

- Select, train, motivate, guide, and evaluate finance personnel.
- Make recommendations in disciplinary processes.
- Assign work activities, projects, and programs to staff.
- Manage, review, and evaluate procedures and work product from staff.
- Meet with staff to identify and resolve problems and maintain effective communication.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree in Finance, Accounting, or closely related field AND five years of increasingly responsible experience, including two years of supervisory experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

Knowledge of:

- Principles, practices, procedures, and techniques of governmental accounting, municipal budget preparation, and program development and administration.
- Operational characteristics, services, and activities of a municipal accounting program.
- Methods and techniques of cost depreciation systems and auditing.
- Financial recordkeeping and transactions.
- Municipal licensing and utility administration program.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of supervision, training, and performance evaluation.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying federal, state, and City policies, laws, and regulations.
- Supervising staff, delegating tasks, and authority, and evaluating staff performance.
- Building effective teams and providing efficient internal and external customer service.
- Overseeing and participating in the management of comprehensive municipal finance programs.
- Preparing and administering departmental budgets and financial reports.
- Analyzing problems and identifying alternative and creative solutions.
- Use of various computer software including Word, Excel, Outlook, and video conferencing.
- Auditing internal finance procedures and practices to ensure appropriate controls, checks and balances.
- Coordinating and organizing departmental workflow.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.
- Communicate clearly and concisely, both orally and in writing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an indoor office environment; employee must be present at the office to perform their duties. Incumbent shall be exposed to those conditions normally encountered in an indoor office environment. Incumbent may be required to visit job sites. Physical demands are light, consisting primarily of sitting, standing and walking. Must be able to lift 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and may be required to attend night meetings after regular working hours, and be willing to work an irregular schedule, which may include weekends, holidays, evenings and/or varying hours.

Department Head Approval

Date

Personnel Officer Approval

Date