



CITY OF LAKEPORT

FINANCE MANAGER/DIRECTOR

Job Description

DEFINITION:

Under general administrative direction of the City Manager, plans, directs, manages, and oversees the financial activities and operations of the City, including accounts payable, accounts receivable, budget development, cash management, cash receipts, payroll, financial analysis, general ledger, benefits, investments, purchasing, utility billing and other divisions, programs, and functional areas as assigned; maintains records for all the City's fixed and liquid assets; ensures all resources within each division are properly allocated and managed; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex financial support to the City Manager.

CLASS CHARACTERISTICS:

The Finance Manager/Director is considered a Department Head with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City's senior management team and provide advice and counsel to the City Manager regarding strategic policy and problem solving issues relating to the assigned Department and the City overall. The incumbent is responsible for accomplishing the City's goals and objectives related to assigned program areas. The Finance Manager is differentiated from the Finance Director in that the later possesses greater experience and technical understanding of municipal financial management and accounting, as defined by the Education and Experience Guidelines below. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

ESSENTIAL FUNCTIONS:

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.

Oversees Finance Department services and activities including accounts payable, accounts receivable, budget development, cash management, cash receipts, payroll, financial analysis, general ledger, benefits, investments, purchasing, utility billing and internal and external reporting. ensures internal controls, accuracy of financial records, and compliance in grant reporting.

Plans, directs, and coordinates, through subordinate level staff, the Finance Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures

Manages and participates in the development and administration of the City's annual budget; analyzes expenditures and revenues for budgetary purposes; prepares the annual budget documents for submittal to the City Manager and City Council; prepares and submits monthly expenditure and revenue reports for all City funds.

Performs financial and budget analysis for Department heads, City Manager and City Council. Oversees monthly processing of general ledger including account analysis, journal entry preparation, creation of new funds, liaison with department heads, and issuance of monthly revenue and expense summaries.

Conducts, directs, and coordinates the activities of financial studies involving the acquisition of assets, operating/non-operating revenue and expenditure programs, and cash management. Oversees and administers the budgetary and fiscal elements of employee benefits including health insurance, CalPERS, Section 125 Plan, and Section 457 plans; provides support to the City Manager and the Administrative Services Director for City-wide collective bargaining including research, cost analysis, and settlement strategies.

Oversees City's investment program; performs investment analyses and recommends types of investments that would be the most effective for the City; recommends investment policies and procedures; invests City funds in accordance with approved policies and procedures; maintains records of investments and related documents.

Oversees payroll functions for the City; provides assistance to staff for difficult payroll issues. Oversees, prepares, and reviews the completion of a variety of documents and reports including state and federal grant reports. Manages the utility billing system for the City; responds to and provides support for difficult utility billing customers.

Coordinates audit functions for the City, Redevelopment Agency, and the Municipal Sewer District; assists with the annual audit of the City and its component units. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.

Represents the Finance Department to other departments, elected officials, and outside agencies including community organizations; develops community recourses; coordinates assigned activities with those of other departments and outside agencies and organizations. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of finance, accounting, purchasing, and related fields; incorporates new developments as appropriate.

Performs related duties as required.

QUALIFICATIONS GUIDELINES:

Education and/or Experience

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:

Finance Manager: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, finance, accounting, economics, business administration, or a related field. Three years of increasingly responsible experience in public accounting, budgeting, and/or municipal financial management
Finance Director: A Master's Degree in Public Administration and/or a CPA designation is highly desirable. Five years of increasingly responsible experience in public accounting, public budgeting, or municipal finance, including three years of management and administrative responsibility.

Knowledge, Skills, and Abilities

Knowledge of operations, services, and activities of a comprehensive municipal financial management program; principles and practices of accounting, auditing, capital financing, business law, budget control, and administration; advanced principles and practices of program development and administration; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; generally

Accepted Accounting Principles (GAAP); Government Accounting Standards Board (GASB) pronouncements; principles and practices of cost accounting; principles and practices of internal control and auditing; practices and methods of public agency financing; principles, practices, laws, and regulations governing the investment and management of public funds; City functions and associated financial management issues; finance and governmental accounting theory, concepts, procedures, and techniques; principles and procedures of cash management; principles, procedures, and techniques of financial analyses; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; advanced principles and practices of program development and administration; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes, and regulations.

Ability to manage and direct a comprehensive Finance Department including accounts payable, accounts receivable, budget development, cash management, cash receipts, payroll, financial analysis, general ledger, benefits, investments, purchasing, and utility billing programs.; develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to sensitive community and organizational issues, concerns, and needs; plan, organize, direct, and coordinate the work of lower level staff; delegate authority and responsibility; select, supervise, train, and evaluate staff; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques; prepare clear and concise administrative and financial reports; prepare and administer large and complex budgets; interpret and apply applicable federal, state, and local policies, laws, and regulations; ensure adherence to Generally Accepted Accounting Principles; evaluate financial data and provide strategic direction on financial programs; develop and implement financial procedures and controls; perform complex accounting and financial analysis; identify and respond to community and City Council issues, concerns, and needs; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Special Requirements

Designation as a Certified Government Finance Officer (CGFO) through the Government Finance Officers Association (GFOA) or a Certified Government Financial Manager (CGFM) through the Association of Governmental Accountants is highly desirable.

Possession of, or ability to obtain by date of appointment, C Class driver's license.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

PHYSICAL PROFILE:

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified.

Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving

CLASS RANGE NO.	Manager – E3 Director – E4
FLSA	Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	