



FINANCE MANAGER

CITY OF PLEASANT HILL

Bargaining Group: Management

Revised Date: March 22, 2012

DEFINITION

Under general administrative direction, plans and supervise the general accounting, payroll, accounts payable, accounts receivable, revenue collection, and business license functions of the Finance Department, and performs advanced level accounting and reporting duties. Manages staff, develops division goals and objectives, develops policies and procedures related to division activities.

EQUIPMENT, METHODS AND GUIDELINES

Uses Federal, State and local laws, policies, procedures, as well as municipal accounting and auditing practices, accounting and financial record keeping, telephones, FAX machine, PC, printer, calculator, copy machine, computerized fund accounting software, and various resource materials.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager.

Exercises direct supervision over professional accounting and technical staff assigned to the Finance Department.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies and priorities in order to ensure the division is operating properly and meeting the needs established by the Department and the City.
- Direct the preparation and processing of cash receipts, accounts payable, accounts receivable, payroll, and business license.
- Set up and supervise the maintenance of General Ledger and all related journals, ledgers and supporting financial records; maintain the chart of accounts.
- Review and authorize all journal entries recorded into the accounting system. Prepare complex journal entries.
- Prepare financial reports and analyses; prepare records for audit and assist auditors.
- Monitor agreements with outside agencies.
- Administer the City's debt and related compliance.

- Assist in the preparation of budgets for the department and various funds.
- Attends and/or participates in meetings or other functions to represent division and City and to promote division activities.
- Coordinates special planning or division activities to meet division and department needs. Includes: prepares reports and presents findings.
- Supervises professional and senior administrative staff to ensure acceptable performance. Includes: directs, coordinates and reviews work of professional and technical employees; coordinates and participates in selection, training and evaluation of assigned personnel; provides and/or coordinates staff training; takes corrective or disciplinary action as needed.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

Principles and methods of finance administration, particularly in the areas of governmental accounting, budgeting and auditing.

Modern office practices, procedures, methods and equipment.

Laws regulating the financial administration of City government.

Modern principles and practices of purchasing.

GASB 34 capital asset accounting.

Principles and practices of general and municipal government accounting and auditing.

Ability to

Prepare financial statements, reports and analyses, including review and coordination of Comprehensive Annual Financial Report (CAFR).

Analyze and interpret financial and accounting records.

Communicate clearly and concisely, orally and in writing.

Supervise, train and evaluate professional and technical staff.

Build and maintain positive working relationships with City's directors, managers, and line employees as well as members of the general public, using principles of good customer service; ensure that subordinates similarly practice principles of good customer service.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. Minimum requirements:

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or business administration.

Experience

Four years of progressively responsible experience in accounting and auditing work. Two years of supervisory experience is required.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate California driver's license.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Essentially all of the employee's working hours are spent in an office. Work generally involves a high degree of concentration, especially in the consideration of technical and personnel problems and the origination of programs to increase departmental efficiency and improvement of services. There may be some light to moderate physical work in the handling of supplies, files, computer equipment, etc. Conditions also involve some travel and attendance at meetings, including some that are conducted in the evening. May also include irregular hours.

Physical requirements include the following:

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions.

Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

FLSA STATUS

Exempt