



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

FINANCE MANAGER

Class Description

DEPARTMENT: Financial Services

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex professional, technical and office support activities related to the processing of financial transactions and preparing and reconciling financial and accounting records and reports; performs professional accounting work to ensure regulatory compliance with governmental accounting standards; maintains and improves the District's accounting system; provides highly complex and responsible support to the General Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction by the General Manager. Exercises general and direct supervision over accounting, professional, technical and customer service staff.

CLASS CHARACTERISTICS

This is a single-position mid-management classification. The incumbent organizes and oversees day-to-day financial processing, reporting, and record keeping activities and is responsible for providing professional-level support to the General Manager in a variety of areas. Responsibilities include oversight of the payroll, accounts payable, accounts receivable, general ledger, and fixed assets. Performs a variety of customer service, analysis of accounts and revenue, record keeping, reconciliation and financial report preparation activities. Responsibilities regularly include the use of one or more automated systems, although some manual processing may be required. This class is distinguished from the General Manager in that the latter has overall responsibility for all administrative service functions and for developing, implementing and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of District financial operations; continuously monitors and evaluates the service delivery methods and procedures and identifies opportunities for improvement; recommends improvements to the Director and implements new procedures and methods.
- Plans, directs, coordinates, and reviews the work plan for the Financial Services Division; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Performs complex and difficult accounting and financial support work within programmatic and procedural guidelines.
- Oversees the payroll process; ensures that data submitted and payments made are correct; audits payroll deductions and earning registers for correctness.
- Researches and audits a variety of reports, records and documents to reconcile ledgers and journals and to produce a variety of specialized reports; may develop report formats and utilize varied databases.

- Assists in monitoring various accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve concerns.
- Updates District records and procedures in assigned areas pursuant to changes in law, District policies and procedures, Memoranda of Understanding, and other pertinent rules and regulations.
- Confers with other departments on questions regarding matters related to assigned areas of responsibility; negotiates and resolves significant issues.
- Oversees and reviews accounts payable check processing; answers questions related to proper coding, proper authorizations and available budget.
- Assists in formulating fiscal policy and develops effective procedures for financial record keeping and accounting systems that comply with current Generally Accepted Accounting Principles and practices, legal mandates, special grant funding and special programs.
- Ensures that tax reporting is in compliance with Internal Revenue Service regulations and guidelines.
- Prepares the year-end close of District books; coordinates various audits and provides information to outside auditors during annual audit; gives expert assistance to auditors for questions, data gathering and compiling reports; prepares annual audit book containing all schedules requested by auditors.
- Assists with fixed assets accounting procedures, contract procedures, miscellaneous holding accounts and purchasing requirements consistent with public contract code.
- Prepares District's annual Operating and Capital Improvement Program budgets, including developing salary and benefits projections, account, revenue and expenditure projections, and preparing the initial draft of the District's annual budgets; revises and edits budget documents and reports for accuracy and content.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations and procedures; answers questions and resolves concerns.
- Oversees reconciliation of District bank accounts to the general ledger on a monthly basis, inclusive of providing support for fiscal agent and investment reconciliation.
- Records and verifies a variety of complex financial transactions; prepares and maintains records and a variety of periodic and special financial, accounting and statistical reports; may present reports to Board of Directors and other groups as requested.
- Attends District Board meetings, as necessary.
- Attends and participates in professional group meetings; keeps abreast of new trends and innovations in the field of municipal accounting.
- Coordinates employee development, training, work evaluation and recognition programs; provides training to District employees involving human resources issues and current topics; conducts specialized training for key personnel on management techniques and policies and procedures.
- Develops, reviews, and presents staff reports related to assigned activities and services.
- Provides highly complex staff assistance to the General Manager.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Implements adopted human resources plans, policies and standards, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance and accounting; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; identifies and reports findings and takes necessary corrective action.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies and/or general accounting procedures; and updates related files and departments on action items.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Assists General Manager with Special Projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.

- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation; federal and state regulations and guidelines as they pertain to municipal finance; municipal taxation and revenue management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Public agency payroll principles and practices.
- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing, spreadsheet and database applications.
- Records management principles and practices.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations and with property owners, developers, contractors and the public.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Principles and practices used in dealing with the public.
- Principles and procedures of record keeping and cash handling.
- English usage, spelling, vocabulary, grammar, and punctuation.
- General principles of risk management related to the functions of the assigned area.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff, in person and over the telephone.
- Basic computer software related to work, including computer devices.
- Modern office practices, methods and computer equipment; related software application methods and procedures related to work.
- Safe driving principles and practices.
- Safe work practices.

Skill in:

- Developing and implementing goals, objectives, policies, procedures, and work standards for the finance department.
- Planning, organizing, scheduling, assigning, reviewing and evaluating the work of staff.
- Performing difficult, professional and technical accounting and financial support work accurately and in a timely manner.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Recommending improvements in financial record keeping systems.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Preparing clear and concise reports, correspondence, procedures and other written materials.
- Maintaining accurate records and files of work performed.
- Making sound, independent decisions within established policy and procedural guidelines.
- Following District and department policies and procedures related to assigned duties.
- Preparing and maintaining accurate logs, records, and written reports of work performed.
- Giving, as well as understanding and following, oral and written instructions.
- Making accurate arithmetic, financial and statistical computations.
- Exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Organizing own work, setting priorities, and meeting critical time deadlines.
- Working independently in the absence of supervisor.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Establishing and maintaining effective working relationships with employees and those contacted in the course of the work.
- Providing exceptional customer service to other District staff and the public.
- Operating modern office equipment including computer equipment and software programs.
- Accessing, retrieving, entering, and updating information using a computer terminal.
- Effectively representing the District in meetings with governmental and regulatory agencies, and the public.

- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Training other staff and volunteers in work procedures.
- Operating a motor vehicle safely.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major course work in accounting, finance, business administration, or a related field supplemented by four (4) years of increasingly responsible experience in professional accounting, preferably in a public agency setting, with a minimum of two (2) years at a supervisory level.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record. Possess and maintain proof of auto liability insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.