CITY OF LOS BANOS
Job Description

POSITION TITLE	FINANCE MANAGER
DEPARTMENT	FINANCE
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

To plan, organize, direct and supervise accounting and budget operations within the Finance Department; perform a variety of technical tasks relative to assigned area of responsibility; and perform advanced technical level work involving the City's utility billing system, accounts payable/receivable, and payroll.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Finance Director. Exercises direct supervision over assigned professional, technical, and clerical support personnel.

EXAMPLES OF ESSENTIAL DUTIES

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

- Reliable and dependable attendance and punctuality.
- Plan, prioritize, and review the work of staff assigned to a variety of clerical accounting duties including the processing of payments and maintenance of a variety of financial reports and records.
- Participate in evaluating the activities of assigned staff, recommending improvements and modifications, provide and coordinate staff training, and work with employees to correct deficiencies.
- Provides customer account services by analyzing and clarifying computations or billing discrepancies; makes utility account adjustments as necessary.
- Prepare a variety of technical and financial statement and reports.
- Plan, prioritize, assign, supervise and review the work of staff involved in the development and administration of the City's budget and fund accounting and the performance of a variety of financial related duties.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the operation of the City's financial and fund accounting systems; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

- Oversee general ledger, bank reconciliations, fixed asset system, payroll, accounts payable, cash receipts and utility billing activities.
- Participates in and may supervise the positing, balancing, and reconciliation of general, grant and subsidiary accounts; controls budge for various funds and projects determining if fund are available and expenditures properly classified; researches and analyzes transactions to resolve budgetary issues; provides analysis of available funds at management's request; analyzes budgetary transactions.
- Prepares financial statements, schedules, and other statistical and financial reports; prepares work papers, financial statements and various reports for federal and state agencies as well as for internal accounting purposes; prepares fund balance and other projections.
- Coordinate the development and implementation of the annual budget; assist City departments regarding the budget process.
- Coordinate and perform a variety of research, collection and analysis of financial and related data.
- Coordinate and prepare a variety of financial reports and studies including the annual audit.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Perform the most difficult work related to area of functional responsibility which may include utility billing, accounts payable/receivable, and payroll.
- Performs the most complex accounting transactions such as capital projects, trust and bond inquiries, monitors grants and related costs/expenditures with prescribed governmental accounting systems.
- Performs other duties as assigned.

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- Principles and practices of supervision, training and performance evaluations.
- Current accounting practices, familiarity with Generally Accepted Accounting Procedures (GAAP).
- Principles and practices of accounting theory and its application to a wide variety of accounting transactions and issues.
- Principles and practices of research analysis and management.
- Principles and practices of budget development, implementation and monitoring.
- Pertinent local, State and Federal laws, and rules.

Ability to:

- Provide technical and functional supervision over assigned staff, and effectively train staff.
- Perform the most complex duties related to the processing of utility payments, accounts payable/receivable and payroll.
- On a continuous basis, know and understand all aspects of the job, intermittently analyze work papers, reports and special projects, identify and interpret technical

and numerical information, observe and problem solve operational and technical policy and procedures.

- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Organize, implement and direct budget and financial operations/activities.
- Coordinate and perform the collection, analysis, and interpretation of accounting and financial data and make recommendations and decisions; prepare clear and concise financial reports and studies.
- Interpret Federal, State, and municipal laws, regulations, ordinances, and guidelines.
- Intermittently review documents related to department operations.
- Understand and apply municipal budgeting practices.
- Use modern office equipment including personal computer applications such as automated accounting information systems, spreadsheet, and database software.
- Maintain confidentiality of a wide range of sensitive information.
- Work with a wide variety of customers, the public, and others in a respectful and effective manner to resolve problems or complaints.
- Exercise independent judgment and work with a minimum of supervision.
- Establish and maintain effective interpersonal relationships with co-workers and members of the public.
- Recognize and resolve accounting, auditing and internal control situations.
- Examine and verify a variety of financial documents and reports.
- Reconcile financial documents and reports.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Bachelor’s degree in Accounting, Business Administration, or related field.
- Three (3) years of increasingly responsible professional experience in finance including one (1) year of local government finance and one (1) year of providing technical and functional supervision over assigned personnel.

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