

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

FINANCE MANAGER

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At -Will	Approved by City Council:	December 3, 2012
Classification Series:	Finance	Resolution No.:	2012-71
FLSA Status:	Exempt		

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general direction of and in collaboration with the Director of Finance this management position, coordinates and supervises the day to day activities of the accounting division of the Finance Department; coordinates assigned program activities with other programs and outside agencies and organizations; coordinates assigned program activities with other programs and outside agencies and organizations; provides professional, administrative and technical financial support to the Finance Department; may assume full responsibility for department activities in the absence of the Director of Finance; and does other work as required.

EXAMPLE OF DUTIES

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.

- Assists the Director of Finance in the day-to-day operation of the Finance Department, including oversight of the following key functional areas: payroll, accounts payable, accounts receivable, fixed assets, employee benefits, budget, and grant accounting;
- Prepares reports for the federal, state and county government including the Comprehensive Annual Financial Report (CAFR), and its component parts;
- Oversee and supervise the Revenue Division (i.e. revenue counter /cashier), including all functions related to business license, utility billing, and parking citations;
- Assists in the development and administration of the City's budget;
- Analyzes and recommends revisions to accounting procedures;
- Supervises, trains and evaluates personnel, ensures that duties are performed in a safe and efficient manner;
- Periodically review City's revenue and expense accounts to ensure the accurate and efficient recording of all financial transactions;
- Performs quantitative and cost-benefit analysis for various projects;
- Reviews and provides recommended changes for various City and Finance Department procedures;
- Assists in the preparation of financial management reports and presentations;
- Assists in the administration of service contracts;
- Serves as a resource for assigned program activities;
- Prepares financial and operation reports; and serves as liaison to the City auditors;
- Prepares financial and operational reports;
- Reviews monthly bank reconciliations to ensure accuracy and timelines;
- Assists in the administration of service contracts;
- May assume full responsibility for department in the absence of the Director of Finance;

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- Provides information and resources to City officials and other organizations;
- Performs various special projects as assigned by the Director of Finance.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- The principles and practices of governmental fund accounting, including payroll, employee benefits, fund management, budgeting and reporting;
- Federal, state and local laws, codes and regulations regarding financial reporting and audits;
- Principles of supervision, training and performance evaluation;
- Budgetary processes, controls and systems;
- Laws and regulations relating to purchasing in a municipality;
- Techniques in the preparation of complex financial reports and analyses;
- Applications and principles of data processing and automated accounting and payroll systems;
- State and Federal grants administration.
- Experience in Redevelopment accounting and reporting;

Skills:

- Skills in word processing general correspondence, spreadsheets, and reports using a personal computer and software applications;
- The ability to impart the need for quality customer service.

Ability to:

- Plan, supervise and administer the operation of complex financial activities;
- Supervise, train and evaluate professional, technical, and clerical employees;
- Prepare accurate, clear, concise, complete and accurate financial statements, schedules, and reports;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Analyze, interpret and explain program policies and procedures;
- Develop, revise, install and utilize manual and automated accounting systems and procedures;
- Prepare varied and complex financial statements and reports;
- Identify and implement proper internal controls over cash receipts, cash disbursements and payroll activities;
- Communicate effectively both verbally and in written form, and be able to communicate effectively to the public;

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- Respond in a timely and accurate basis to public inquiries and complaints in a courteous and tactful manner;
- Foster a teamwork environment;
- Establish and maintain effective working relationships with employees, public officials and the public in the course of work;
- Assume responsibility for providing effective customer service and effectively handle irate customers;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;
- Understand and interpret provisions of the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Plan, organize and prioritize work duties and assignments;
- Review and evaluate employee's job performance;
- Lead, coach, instruct and motivate employees, and foster a teamwork environment;
- Effectively managed workplace diversity issues in a diverse organization;
- Assume responsibility for maintaining a safe working environment.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business administration, public administration, or other closely related field. CPA Certificate and/or a Master's degree is desirable.

Experience:

Five (5) years of increasingly responsible experience in financial environment including two (2) years in a supervisory capacity and two (2) years of experience in finance and/or governmental accounting.

License:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.