

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: FINANCE MANAGER

CLASS CODE

REPORTS TO: City Manager

TYPE Executive - Exempt

POSITION SUMMARY:

Finance Manager works under the general direction of the City Manager to plan, direct, manage, organize, and supervise the work of professional, paraprofessional and support staff of the Finance Department; to ensure short and long-range financial and budgetary planning, preparation, and reporting in accordance with governmental accounting, auditing and financial reporting (GAAFR) principles, and analyze, develop and recommend policies, procedures and process improvements for accounting systems, internal controls, and practices. There are additional tasks, responsibilities, and assignments that will be required of the Manager that may not be identified in the following list. This is an at-will executive classification and serves at the pleasure of the City Manager.

ESSENTIAL FUNCTIONS:

Functions of this position include the direction and coordination of the work of the Finance Department staff, and the review of the work for accuracy and compliance with legal provisions, departmental policies, and established accounting principles and procedures. Operation of complex computer and/or communication systems; ability to operate keyboard, develop and read detailed accounting documents, give oral instructions to employees, conduct oral conversations with customers; ability to periodically work long hours.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position spends more than 50 percent of his/her time in the management of a permanent subdivision of the agency. The incumbent supervises two or more employees. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

TYPICAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct all details of departmental operations including long-range financial planning, operating and capital budget management, accounting, payroll, debt financing, banking and investment management, purchasing, utility billing/collection, licensing, financial grant management, and tax administration activities of the City.
- Monitor revenue collection; analyze revenue trends, and be on the lookout for revenue enhancement opportunities. Provide regular reports documenting YTD and year-to-year actuals for major revenue sources.
- On an annual basis, prepare analysis of water and wastewater utility revenue collection relative to the Utility Rate Study and provide recommendations if major discrepancies are identified.
- Recommend the selection and disciplinary action of the department professional, technical and support staff employees.
- Direct and participate in the development and implementation of fiscal policies, objectives and priorities.
- Prepare annual financial statements and Comprehensive Annual Financial Report (CAFR).
- Write and provide verbal presentations that are clear and concise. Including analyzing financial issues, interpreting financial data, and explaining abstract accounting concepts and procedures.
- In collaboration with the City Manager, provide long-range financial planning and develop policy recommendations for cash management and investment, establishing reserves, managing debt, diversifying revenues, financing capital projects.

FINANCE Manager

- Assume responsibility for ensuring timely submittal of invoices and revenue collection for grant-funded projects.
- Monitor revenue collection, analyze revenue trends, and be on the lookout for revenue enhancement opportunities. Provide regular reports documenting YTD and year-to-year actuals for major revenue sources.
- On an annual basis, prepare analysis of water and wastewater utility revenue collection relative to the Utility rate Study and provide recommendations if major discrepancies are identified.
- Prepare annual operating and capital budgets. Continue to improve the budget preparation process and presentation of financial information in the document.
- Review and/or direct the review of contracts and assure that expenditures are made in accordance with the terms and conditions of approved contracts.
- Direct the Citywide purchasing system, consistent with the purchasing ordinance and in accordance with accepted municipal purchasing procedures and systems of internal control.
- Devise new and/or revise policies and procedures to adapt to internal and external policy changes or legal mandates. To include aggressively pursuing enforcement of the City's business license and TOT revenue collection.
- Perform or direct the performance of those duties specified in Fort Bragg Municipal Code Section 2.16.070 and the relevant Government Code sections relating to the duties of a City Treasurer and Finance Director.
- Direct the City's accounting and bookkeeping systems in accordance with proper municipal accounting/bookkeeping procedures; provide support and response to the annual independent audit preparation and assure compliance with all relevant governmental accounting standards.
- Assist the City Manager, or designee, in budget preparation and management, including the monitoring of anticipated revenues, collections, and expenditures.
- Prepare or direct the preparation of fund balance projections and perform other budget-related functions as assigned.
- Administer transient occupancy tax and business license programs.
- Administer or direct the preparation of the City's payroll.
- Prepare and supervise the preparation of financial reports to State and Federal agencies as required.
- Research, analyze, prepare cost benefit analysis, and recommend alternatives for financing City services and capital projects, and advise the City Manager as appropriate.
- Analyze Federal, State and local legislation to determine fiscal impact on the City.
- Assist the City Manager, or designee, in contract negotiations through development of strategies and preparation of relevant financial information.
- Analyze and develop recommendations on utility user fees and other charges for service as related to City costs.
- Manage the financial reporting functions for all Community Development Block Grant (CDBG), COPS transportation and all other City grants.
- Administrate assessment districts, special tax measures, bond issues, grant programs and other indebtedness programs.
- And other duties and responsibilities as assigned by the City Manager or designee.

Established: July 2009

FINANCE Manager

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminals and central processing unit; calculator, telephone, FAX, copier, printer, postage meter, safe. Computer programs used Microsoft Word, Microsoft Excel, and PowerPoint, Microsoft Outlook, Microsoft NT Server, laptop computers, modems, paging, accounting and Internet access.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public finance administration, including accounting and auditing procedures, short and long-range financial forecasting, projections, and analysis, fiscal reporting, and revenue and expenditure monitoring and reporting programs.
- Principles of governmental operating and capital budgeting.
- Principles of municipal organization, administration, budgeting and purchasing.
- Principles of preparation and presentation of financial information in executive summary format, both oral and written.
- Principles of cash management and investments.
- Principles of debt management.
- Principles of costing pension benefit planning, risk management and procurement.
- Local and State laws, and administrative regulation affecting municipal financial operations.
- Cash management and investment programs.
- Federal and State laws affecting payroll, workers' compensation administration, unemployment insurance administration, CalPERS retirement programs, and other employee benefit programs.
- Principles of supervision, training and employee development.

Ability to:

- Plan, organize, delegate, supervise, monitor and evaluate the work of professional, paraprofessional, technical and support staff.
- Anticipate procedural or programmatic changes and select and assemble appropriate training materials for staff.
- Read and understand contractual language.
- Understand and apply a wide range of federal, state, and local laws and regulations related to government fiscal operations.
- Review legislation and advise on implications and applications.
- Prepare accurate revenue and expenditure forecasts.
- Analyze and evaluate financial issues and exercise independent judgment in resolving problems.
- Select, supervise, train, evaluate, and maintain effective relationships with subordinate staff, City Manager, other Department Heads, Public Officials, other government agencies, and public.
- Develop and/or implement the installation of automated systems and procedures.
- Develop methods for compilation and preparation of financial reports and statistical statements.
- Understand and utilize data processing and specialized accounting operations in developing and/or revising departmental and related citywide policies and procedures.

Established: July 2009

FINANCE Manager

- Evaluate and interpret auditing, statistical, and legal reports and documents.
 - Prepare or oversee the preparation of various types of accounting records and reports.
 - Coordinate the development and review of all fees and indirect cost rates.
 - Provide staff training in areas of accounting, cost reimbursement methods and procedures.
- Exercise sound judgment in sensitive situations.

MINIMUM EDUCATION AND EXPERIENCE:

Education:

A bachelor's Degree, from an accredited four-year college or university, in public/business administration, accounting or a closely related field; and a willingness to pursue a certificate as a Certified Public Finance Officer (CPFO).

Experience:

Three (3) years of professional accounting or auditing experience and utility billing/collection, preferably governmental; and two-years of responsibility in the development and supervision of accounting staff and systems.

DESIRABLE EXPERIENCE/EDUCATION:

Two years experience in supervising staff in accounting and utility billing/collections and be a member of Government Finance Officers Association (GFOA).

PHYSICAL REQUIREMENTS:

Frequent sitting in office chair and walking/standing at counter, keyboarding; occasional bending, lifting of items of up to 30 pounds in weight, lifting/reaching above level of shoulders, driving motor vehicle, climbing flights of stairs.

Possession of a valid Class C or higher California driver's license at the time of appointment.

Prepared by Human Resources Office: 07/20/2009 G.Garcia

Established: July 2009