

**CITY OF IRWINDALE**

**FINANCE MANAGER**

*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.*

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the day to day activities and operations of the Finance Department including budgeting, accounting, cash management, purchasing, grant management, debt service administration, financial reporting, and supervision of staff; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Finance Director.

**REPRESENTATIVE 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.*

1. Assumes management responsibility for assigned services and activities of the Finance Department including budgeting, accounting, cash management, purchasing, grant management, debt service administration, financial reporting, and supervision of staff.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for finance staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Manages the City's annual budget process; maintains the budget calendar, coordinates all budget meetings, and works closely with departments throughout the budget process; maintains personnel detail analysis and cost estimates; update employee changes and benefit rate increases.
8. Oversees the City's cash management activities; reviews online bank activity and verifies deposits and debits; researches discrepancies; maintains daily cash ledgers; prepares quarterly Treasurer's reports.
9. Performs the duties of the Purchasing Officer as delegated by the Director; processes purchase orders, verifies that bidding requirements are met, and ensures that the City complies with all applicable purchasing policies and procedures.

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**Finance Manager (*Continued*)**

10. Manages grant and special revenue funds; reviews claim forms, maintains records, monitors journal entries, and coordinates and prepares for audits.
11. Coordinates and administers the preparation of annual audits; prepares and reconciles audit schedules and assist with the preparation of annual financial reports.
12. Prepares journal entries for the City and associated agencies and authorities; performs account reconciliations; audits journal entries prepared by staff.
13. Oversees the accounts receivable and accounts payable operations of the City; reconciles accounts; creates and maintains vendor files.
14. Serves as a liaison for the Finance Department with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
15. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
16. Provides responsible staff assistance to the Finance Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to finance programs, policies, and procedures as appropriate.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of finance; incorporates new developments as appropriate.
18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
19. Performs related duties as required.

**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:**

Operational characteristics, services, and activities of a finance program.

Principles and practices of financial management including general and governmental accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles and practices of record keeping.

Principles and practices of grant administration.

Principles of municipal budget preparation and control.

Principles of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Oversee and participate in the management of a comprehensive finance program.

Oversee, direct, and coordinate the work of lower level staff.

**Finance Manager (Continued)**

Select, supervise, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Oversee and participate in the maintenance of accurate financial records.

Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education 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:**

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration or a related field.

**Experience:**

Five years of increasingly responsible accounting and finance experience including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Normal office setting; incumbents may be required to work extended hours including evenings and weekends..

**Physical:** Incumbents require sufficient mobility to work in an office setting and operate office equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents.

**Hearing:** Hear in the normal audio range with or without correction.