

FINANCE OPERATIONS MANAGER

DEFINITION

Under general supervision from the Finance Director, this position plans, manages, and may perform financial functions within the Finance Department including accounting, financial reporting, general ledger, utility billing, business licenses, budgeting, accounts payable, and accounts receivable and is responsible for the daily supervision of all Finance Department staff. The position also performs a variety of the most complex, technical, and specialized accounting and analytical work in connection with the development, maintenance, and processing of City fiscal records; provides customer service; performs general office support assignments; and does related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt.

DISTINGUISHING CHARACTERISTICS

Incumbents have day-to-day responsibility for all activities of the Finance Department operations. This is a working management position in which incumbents also perform complex, advanced financial accounting and analytical work.

REPORTS TO

City Manager, or as assigned.

CLASSIFICATIONS SUPERVISED

Account Clerk I, II, Accounting Technician, Accountant I, II, and other department staff as assigned.

ESSENTIAL FUNCTIONS

Exercises day-to-day responsibility for all areas of financial management including general ledger, accounts payable, accounts receivable, business licenses, utility billing, audit, financial reporting, and budgeting; performs a variety of complex technical assignments in the development and maintenance of financial and statistical records; manages the timely and accurate preparation of City financial reports, including the Comprehensive Annual Financial Report; maintains and updates the general ledger; processes warrants, bills, and other documents involved with financial record keeping; posts information to the general ledger; develops financial and statistical reports; operates computerized financial information systems and on-line computer systems used in the City; works with spreadsheets and word processing programs; maintains journals and ledgers of financial transactions; prepares and tracks purchase orders; balances accounts; reconciles cash; assumes lead role in planning and implementing annual budget process and annual financial audit; prepares various financial, statistical, and analytical reports; posts and balances ledgers; supervises subordinate staff; makes

presentations to City Council and other groups; and will be required to attend evening meetings. Regular and consistent attendance is required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles and practices of financial management and Generally Accepted Accounting Procedures (GAAP).
- Principles and practices of computerized financial systems.
- Principles and practices of governmental accounting theory and its application to a wide variety of accounting transactions and issues.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of supervision, training, and performance evaluations.
- Pertinent local, state, and federal laws and rules.
- Good public relations techniques.
- Modern office methods and procedures.

Ability to:

- Provide technical and functional supervision over assigned staff and effectively motivate and train staff.
- Plan, organize, direct, and perform a variety of accounting functions.
- Examine and verify financial documents and reports.
- Operate a variety of office machines including ten-key calculator and computer equipment.
- Interpret federal, state, and local laws, regulations, ordinances, guidelines, and contracts.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective interpersonal relationships with those contacted in the course of work.
- Perform a variety of complex, technical financial and statistical record keeping work.

- Effectively exercise day-to-day responsibility for assigned specialized areas of the City's financial record keeping system.
- Understand and apply sound municipal budgeting practices.
- Follow oral and written directions.
- Read and understand codes, statutes, and information related to financial and statistical record keeping work.
- Gather and organize data and information.
- Make mathematical calculations quickly and accurately.
- Work with computerized financial information systems and use a computer for financial and statistical record keeping work.
- Maintain confidentiality of a wide range of sensitive information.

Training and Experience:

- Six (6) years of increasingly responsible work experience in performing fiscal support work and accounting; or,
- Three (3) years of functional supervisory experience.

SPECIAL REQUIREMENTS

- None.

Education:

- Graduation from an accredited college or university with a Bachelor's degree in accounting, business administration, or closely related field.

License:

- Possession of a valid California driver's license.

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