

CITY OF EAST PALO ALTO

CLASSIFICATION SPECIFICATION

CLASS TITLE: SENIOR FINANCIAL SERVICES MANAGER **CLASS CODE:**
DEPARTMENT: FINANCE **FLSA STATUS:** E
REPORTS TO: Finance Director **EMP. GROUP:**IFPTE#2

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

DEFINITION

Under general direction, the Senior Financial Services Manager assists and participates in planning, directing, organizing, and coordinating the Finance Department's operations, manages selected departmental operations and staff including Accounting operations and provides highly responsible technical, and professional staff support.

JOB SUMMARY

Reports directly to the Finance Director. Fully competent to independently perform a wide range of financial operations including supervising and overseeing debt management, accounts receivable, accounts payable; makes recommendation on the City's investment policies, short and long range revenue and expenditure projections; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a division management classification and is distinguished from the Accounting series as it has the primary responsibility of this classification to manage a variety of functions and staff relating to accounting and financial planning and management, investment policies, debt management and supervising professional, technical and clerical personnel.

ESSENTIAL FUNCTIONS

This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.

- Prepare a variety of technical analyses regarding City revenue and expenditure projections.
- Assist in developing financial plans.
- Play a leadership role with management and staff to improve accounting and related department procedures and systems.
- Manage accounting operations and oversee the automation of accounting applications.
- Coordinate the year-end closing process.
- Assist the Finance Director in the review of departmental budget requests during the annual budget preparation process.
- Coordinate preparation of the Finance Department Budget with department staff.
- Prepare a variety of materials, summary charts, and recommendations regarding City's annual budget.
- Oversee preparation of City's Comprehensive Annual Financial Report and other financial reports.
- Assist in administering and coordinating the investment of idle funds for the City and the Redevelopment Agency.
- Develop and implement investment policies and procedures, making changes as appropriate.
- Administer franchise agreements for solid waste and cable.
- Assist management staff with labor negotiations.
- Direct internal audits as needed.

- Assist in the administration of the City's property insurance and general liability risk management program, including working with outside adjusters, developing, implementing and improving procedures, contracts, and programs as needed.
- Assume responsibilities of the Finance Director in the Director's absence.
- Assist in developing and implementing goals, objectives, policies, procedures and work standards for the department.
- Conduct complicated financial and analytical studies and provides recommendations to the Finance Director.
- Review and evaluate the activities of professional, technical and support staff in assigned areas of responsibility; provides for staff development.
- Draft revised policies and procedures consistent with state and federal laws and regulations.
- Operate modern office equipment including computer equipment and software programs.
- Interpret and apply policies, procedures, statutes and local rules, codes and regulations pertaining to assigned programs and functions.
- Understand and carry out oral and written instructions.
- Respond to questions from the public and City personnel regarding policies and procedures for the assigned area.
- Establish and Maintain effective working relationships with those contacted in the course of work.
- Oversee management of grants to assure compliance with granting agency terms and conditions.
- Performs special and other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, methods, and techniques used in budgeting and governmental accounting, including Generally Accepted Accounting Principles (GAAP).
- Laws, statutes, ordinances, regulations, and requirements of municipal finance, investment of public funds, and grant administration.
- Statistical analyses as it applies to assigned work.
- Technical report preparation and presentation methods and techniques.
- Contract administration and negotiation methods and procedures.
- Computer based accounting systems, including Microsoft Word and Excel.
- Principles and practices of effective leadership and supervision.
- Proper English grammar, vocabulary, spelling and punctuation.

Skills

- Planning, implementing and administering a comprehensive financial services program, including debt management, cash management and accounts receivable functions.
- Assist in planning, organizing and administering a comprehensive financial planning and management program.
- Planning, organizing, supervising, reviewing and evaluating the work of subordinates.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.
- Operate modern office equipment, including computer equipment and software applications.
- Bilingual skills are desirable.
- Set priorities.

Ability to:

- Exercise good judgment, apply logical thinking and make sound decisions to accomplish tasks or solve problems.
- Establish and maintain effective working relationships with City executives, managers and the general public.
- Maintain confidential information.
- Oversee the conversion of accounting applications.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Organize work, set priorities, meets critical deadlines and follow up on assignments with a minimum of direction.
- Read, communicate to others the policies, procedure, statutes, local rules, codes and regulations pertaining to assigned programs and functions.
- Plan, develop and implement a comprehensive program of asset management and risk management.
- Perform a variety of technical functions relating to the investment of public funds.
- Negotiate and administer a variety of contracts as assigned.
- Prepare costing analysis for various special projects, including labor negotiations.
- Plan and oversee preparation of the Comprehensive Annual Financial Report.
- Prepare and present, at public meetings, technical staff reports involving one or more aspects of the City's overall financial system.
- Evaluate the effectiveness of current systems and as needed, develop and implement goals, policies and priorities relating to financial management.
- Analyze financial information.
- Respond quickly, accurately, and appropriately to requests for information from sources both inside and outside the organization.
- Communicate clearly, both orally and in writing, and interact with a variety of people, using team building skills and proactive communication.
- Perform the essential functions of this classification.

MINIMUM QUALIFICATIONS REQUIRED

Education:

Bachelor's Degree from an accredited four year college and/or university with a major in accounting, business and/or public administration, or a related field; including course work in advanced accounting and auditing.

Experience:

Four (4) years professional accounting experience, including at least one-year of public agency accounting experience and one-year of supervisory responsibilities.

Licenses and/or Certifications:

Valid California Class C Driver's License or higher and a good driving record at the time of appointment.

DESIRED QUALIFICATIONS

Master's Degree from an accredited college or university in accounting or related field; or registered as a Certified Public Accountant (CPA) is desirable.

MATERIAL AND EQUIPMENT USED

General office equipment, personal computer, printer, vehicle, regular/cell telephone, pager, microfiche machine, typewriter, scanner, and fax.

PHYSICAL REQUIREMENTS

While performing the essential Functions of this classification the employee is frequently required to stand, walk, and sit for long periods of time; ability to use hands and fingers, handle, manipulate and feel; ability to reach with hands and arms; ability to speak and hear; ability to occasionally lift and/or move up to 25 pounds, climb flights of stairs.

WORKING CONDITIONS

While performing the essential functions of this classification the employee is generally in an office environment. Typically the working conditions are moderately quiet, but may be loud at times.

***NOTE:** Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

Z/job descriptions\Financial Services Manager
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