

Definition: Under direction of the Assistant City Administrator/Director of General Services, assist and participate in the planning, organizing, supervising and coordination of certain areas of financial services provided in the General Services Department which includes accounting, data processing, utility billing, business licensing, and other financial services; assures compliance with generally accepted principles, fiscal integrity and accurate reporting of financial transactions; provides highly technical professional staff assistance; may be assigned to act as Finance Director in the absence of the Assistant City Administrator/Director of General Services.

Essential Duties: In areas assigned, the Financial Services Manager performs the following: plans and supervises the accounting and financial service functions of the Accounting Division or Revenue/Information Services Division; directs the preparation and processing of payrolls, accounts payable, receivable, utility billing, and business licenses; supervises the maintenance of budgetary control records; supervises the operation of the data processing operations including the development of new data processing programs; performs systems analyses involving new applications for the data processing equipment; determines the availability of funds in budgetary accounts; prepares monthly, annual and other financial statements; supervises the maintenance of the general ledger; trains, supervises and evaluates the work of accounting and clerical personnel; prepares records for audit and assists the auditors; prepares expenditure and revenue forecasts and analyzes variances from estimates; coordinates employees' benefits such as retirement, health, workers' compensation, unemployment and long-term disability insurance; under direction, develops operating procedures for the Finance Office; assists the Director of General Services in the preparation of the City's fiscal year budget; serves on City task forces relating to financial operations as assigned; accounts for and prepares records for City's long term obligations including the advance call of bonds, bonds payoff and debt service.

Special Requirements: Speak clearly and understandably; stamina to work long hours when assigned, vision adequate to quickly and accurately review reports and correspondence, and dexterity and vision to operate computer equipment with a high degree of productivity.

Minimum Qualifications:

Knowledge of: Governmental accounting and municipal finance administration; general accounting practices for all types of City departments; principles of public administration, organization and management; data processing principles and applications to accounting systems; principles of procedures of financial auditing.

Ability to: Assist City departments in developing and maintaining fiscally sound internal systems; direct and supervise the work of a municipal finance office; communicate effectively with all City departments. Read, comprehend and interpret laws and regulations regarding governmental fiscal operations; analyze accounting reports and statements; establish effective working relationships with fellow employees and the public; operate office machines and network systems. Effectively train other employees; perform duties on a regular and consistent basis.

Education: Completion of a Bachelor's Degree with a major in Accounting, Business Administration or a closely related field.

Experience: At least four (4) years of extensive accounting or related experience, two (2) years in a supervisory position preferably in local government.

License: Must possess and maintain a valid California Operator's License issued by the State Department of Motor Vehicles and a satisfactory driving record.