



## **CITY OF CALEXICO**

### **CLASS TITLE: FINANCE MANAGER**

**SALARY: \$5,021 - \$6,103**

**RANGE: G-43**

### **BASIC FUNCTION:**

Under the direction of the Finance Director, plan, organize and direct the operations, activities and functions of the Finance department including general ledger, payroll, fixed assets, accounts payable, accounts receivable and grants; direct and participate in the development, monitoring, analysis, maintenance, auditing and adjustment of City accounts, funds and budgets; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize and direct Finance department operations, activities and functions including general ledger, payroll, fixed assets, accounts payable, accounts receivable and grants; assist in directing the day-to-day activities of the Department; assure related activities comply with established standards, requirements, laws, codes, regulations, standards, practices, policies and procedures.

Direct and participate in the development, monitoring, analysis, maintenance, auditing and adjustment of City accounts, funds and budgets; review, audit and analyze fiscal statements, records and reports to assure accuracy, completeness and compliance with established practices and Generally Accepted Accounting Principles

Serve as the Finance Director in the absence of the Director; assist in establishing and maintaining departmental time lines and priorities; provide technical information and assistance to the Finance Director concerning fiscal and budgetary activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; provide training in the use of financial and budgetary systems.

Direct and participate in the monitoring, evaluation and reconciliation of City accounts, funds and budgets; coordinate, direct, audit and participate in the calculation, coding, posting and adjustment of journal entries including income and expenditures; review, analyze and authorize accounting transactions such as requisitions, purchase orders and transfers.

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Coordinate, direct and participate in financial record-keeping, reporting and related auditing functions including general ledger, subsidiary accounts, accounts payable and accounts receivable functions to assure accurate and timely accounting and reporting of City funds; assure accurate accounting of funds including income and expenditures; compile and analyze a variety of fiscal data.

Direct and participate in the preparation and maintenance of various financial and statistical records, statements and reports related to budgets, accounts, funds, income, expenditures, fixed assets, taxes, payroll and assigned activities; assist in assuring mandated reports are completed and submitted to appropriate State, federal or other funding agency according to established time lines.

Assist in the compiling, review, development and preparation of the annual preliminary City budget; review, evaluate and project annual revenue and expenditures to determine budget requirements; assist in revising the annual budget in response to City needs; monitor and authorize spending to assure compliance with established limitations.

Provide consultation to administrators, personnel and others concerning City accounting and budgetary operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related accounts, budgets, transactions, records, practices, standards, laws, regulations, policies and procedures.

Plan, organize and direct accounts receivable functions including the receipt, verification and processing of incoming monies and deposits; coordinate and direct accounts payable functions including the processing of invoices and distribution of payments; coordinate payroll activities to assure city employees are paid in an accurate and timely manner; approve payroll changes.

Communicate with City personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Oversee and participate in the annual closing of the City's financial records; coordinate annual independent audits and prepare related schedules and confirmations.

Calculate depreciation of fixed assets; compile, develop and maintain listing of fixed assets according to established policies and procedures.

Advise the Finance Director of unusual trends or problems and recommend appropriate corrective actions.

Attend and conduct a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

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**KNOWLEDGE OF:**

Management of Finance department operations, activities and functions including general ledger, payroll, fixed assets, accounts payable, accounts receivable and grants.  
General accounting, auditing, budget and business functions of a city government.  
Preparation, analysis, review and control of assigned accounts and budgets.  
General theory and application of budgetary planning and control.  
Policies and objectives of assigned programs and activities.  
Generally accepted accounting and auditing principles, practices and procedures.  
Applicable laws, codes, regulations policies and procedures.  
Financial and statistical record-keeping techniques.  
Financial analysis and projection techniques.  
Preparation of financial statements and comprehensive accounting reports.  
Principles and practices of administration, supervision and training.  
Operation of a variety of office equipment including a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize and direct the operations, activities and functions of the Finance department including general ledger, payroll, fixed assets, accounts payable, accounts receivable and grants.  
Direct and participate in the development, monitoring, analysis, maintenance, auditing and adjustment of City accounts, funds and budgets.  
Supervise and evaluate the performance of assigned personnel.  
Assure accurate accounting of funds including income and expenditures.  
Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.  
Direct the monitoring, evaluation and reconciliation of City accounts, funds and budgets.  
Evaluate financial data and prepare reports, statements, forecasts and recommendations.  
Interpret, apply and explain laws, codes, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Direct and participate in the preparation and maintenance of various financial and statistical records and comprehensive accounting reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting, finance, business administration or related field and three years increasingly responsible fiscal experience including demonstrated experience in governmental accounting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.