



CITY OF CITRUS HEIGHTS

FINANCE MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Finance Division within the Administrative Services Department including general ledger, accounts payable, accounts receivable, fixed assets, grants, financial reporting, auditing and purchasing activities; to establish and maintain an internal audit control structure; and to perform highly complex staff assistance to the Administrative Services Director.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibility for a division or program area within a department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director.

Exercises direct supervision over supervisory, professional, technical and fiscal support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, organize, direct and coordinate fiscal activities including accounts payable, accounts receivable, cash management, banking, fixed assets, grants, financial reporting, auditing and purchasing activities; provide highly complex management assistance to executive staff.
- Oversee and verify cash, banking functions, reconciliations, balances, transfers and transmittals; audit fiscal documents.
- Establish and maintain policies and procedures for an internal control structure.
- Oversee maintenance of the General Ledger and the processing of journal entries; monitor the posting, balancing, and reconciliation of the general ledger and subsidiary accounts; examine all accounting transactions to ensure accuracy; correct financial records as necessary. Review and track collection of all revenues due to the City.
- Coordinate and participate in the preparation and analysis of various financial statements, schedules and reports including preparation and production of the City's Annual Comprehensive Financial Report (ACFR) and related year-end financial statements, schedules, and reports; prepare and verify the accuracy of year-end financial statement for use the preparation of the ACFR.
- Ensure financial statements are prepared on a timely basis in accordance with GAAP and GASB and related governmental accounting systems; prepare adjustments, schedules, and footnotes.
- Report investment information; prepare reports; and coordinate and oversee time sensitive and cyclical accounting functions.
- Oversee the preparation of the City's budgets; develop short and long-term financial

forecasts. Establish procedures for budget control, transfers and revisions; prepare a variety of financial reports to include budget-to-actual revenue and expenditure information; analyze significant variances; communicate financial information to City management.

- Analyze data and support budget activities for other departments. Review departmental agenda items for appropriateness, impact, cost, effectiveness, and conformity to the City's budget, priorities, and strategic goals.
- Coordinate grant accounting and preparation of annual Schedule of Expenditures of Federal Awards (SEFA).
- Oversee audits of financial records and procedures; audit accounts, projects, procedures, grants and contracts; maintain fiscal accountability, including compliance monitoring for a variety of programs funded by grants and miscellaneous funds accounts; perform advanced, difficult, and highly technical research and prepare related findings. Recommend corrective action as appropriate.
- Develop and direct the implementation of goals, objectives, policies and work standards for assigned area of responsibility. Recommend staffing needs and participate in recruitment and selection of staff. Supervise, train and evaluate staff; work with employees to correct deficiencies; implement discipline procedures as required.
- Prioritize work of the division; ensure deadlines are met; check work for accuracy, completeness and conformance to applicable policies, rules and regulations.
- Plan, prioritize, assign, supervise and review the work of staff involved in assigned operations, conduct performance evaluations; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline procedures.
- Monitor legislation related to division and department operations. Review, evaluate impact, and make recommendations. Implement new or revised laws, regulations and accounting standards.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers and the public using principles of good customer service.
- Perform related duties assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of public finance administration including accounting, budgeting and auditing.
- Generally accepted accounting and auditing principles (GAAP) and Government Accounting Standards Board (GASB) practices related to municipal governmental finance; methods of internal controls appropriate to accounting procedures.
- Pertinent local, State and Federal laws, ordinances, City functions, policies, rules and regulations.
- Principles of budget preparation, forecasting and monitoring.
- Techniques and principles of effective interpersonal communication.

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of supervision, training, performance evaluation and personnel management.
- Equipment, tools and materials, computer equipment and software used in modern accounting office operations.
- Modern office methods and procedures including methods of electronic storage and transmittal of financial data.
- Mathematics and statistics related to accounting processes.
- Principles and practices of good customer service. Principles and methods of report writing.
- Principles and practices of working safely.

Ability to:

- Organize, implement and direct financial operations/activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, budget and technical reports and special projects; identify and interpret technical and numerical information and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve division related issues; remember various rules and procedures; explain and interpret policy.
- Establish and implement policies and procedures for internal controls and auditing.
- Prepare clear, concise and complete financial statements and reports in compliance with GAAP and GASB standards.
- Analyze and prepare budgets; use computer programs to analyze data and build forecasting models.
- Analyze, understand, critically evaluate, and reconcile technical financial data and complex financial and accounting records; make recommendations regarding complex accounting transactions.
- Make presentations to Council and before groups representing the City; attend public meetings in the evening to perform the requirements of the job.
- Manage and coordinate services of consultants.
- Exercise sound independent judgment and initiative within established guidelines; manage projects and multiple priorities effectively.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned administrative responsibilities.
- Interpret and apply pertinent City and departmental policies, procedures, rules and regulations.
- Supervise, train and evaluate assigned staff.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of

work.

- Work with various cultural and ethnic groups in a tactful and effective manner. Communicate clearly and concisely, both orally and in writing.
- Maintain a high level of confidentiality of a wide range of sensitive information encountered in the course of work.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Operate a personal computer with proficiency and familiarity.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional level experience in auditing, accounting or finance related operations, including two years of supervisory responsibilities.

Training:

Equivalent to the completion of a Bachelor's degree with major course work in business administration, accounting, finance, public administration or a related field. A Master's degree in business administration, accounting, finance, public administration or a related field is highly desirable.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; lift or carry weight of 10 pounds or less.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

File:	Finance Manager
FLSA:	Exempt
Created:	April 2014
Revised:	January 2024