

CITY OF COVINA
FINANCE MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, supervises, assigns, and performs complex professional accounting/finance and bookkeeping work in the areas of business license, payroll, general ledger system, utility billing, accounts receivable, purchasing, and accounts payable; maintains an accounting system, reviews fiscal records, and prepares financial reports, statements, and analyses; monitors cash and investments daily; coordinates data for budget monitoring and preparation; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Finance Manager** is a single position class in which the incumbent is expected to perform the full scope of professional accounting and supervisory duties. This classification acts as Director of Finance in the Director's absence. This classification is distinguished from the next higher classification of Director of Finance in that the latter is responsible for the overall management of the Department.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Director of Finance. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, supervises, assigns, and performs complex professional accounting/finance and bookkeeping work in the areas of business license, payroll, general ledger system, utility billing, accounts receivable, purchasing, and accounts payable; reviews fiscal records and prepares financial reports, statements, and analyses; monitors cash and investments daily; coordinates data for budget monitoring and preparation.
- Supervises and participates in the preparation of a variety of accounting reports; prepares complex financial reports on special assignments.
- Oversees the daily cash flow by administering cash receipts, accounts payable, purchasing, payroll, investments/debts and other liabilities; transfers to and from the Local Agency Investment Fund to cover City and CRA cash needs and to generate interest revenue; transfers funds among six City and CRA checking accounts.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; resolves grievances and complaints;

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participates in the selection process for new employees; prepares performance evaluations for assigned staff.

- Maintains general and subsidiary ledgers; reconciles a variety of computer reports; prepares work papers, financial statements, and other reports for federal, state, and other agencies; approves purchase orders; monitors spending.
- Supervises month-end and year-end closing processes; prepares monthly financial statements; reviews the Treasurer's Report; oversees various audits by external auditors.
- Coordinates data for budget preparation and monitoring; assists with budget preparations; attends budget meetings; makes adjustments to the budget as needed.
- Establishes positive working relationships with representatives of community-based organizations, other agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Finance Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible professional accounting experience, preferably in local government, in the maintenance of financial, fiscal, and related statistical records, including project lead experience, and a bachelor's degree in accounting, business or a related field. A CPA is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and Basic Principles of accounting and auditing as applied to Governmental Accounting Standards (GASB); Office of Management and Budget Circular (OMBC); principles and practices of municipal government accounting, auditing and budgeting; sources of revenue and revenue forecasting; grant accounting; principles and practices of automated financial systems; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including reporting requirement; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Examine and verify financial documents, reports and transactions; prepare a variety of budgets, financial statements, reports and analyses; analyze, post, balance and reconcile financial data, ledgers and accounts; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment including a computer and variety of word processing and software applications, including financial and accounting programs.