

CITY OF SAN CARLOS

ADOPTED CC: 5-9-05

REVISED: 7-10-06

REVISED: 8-22-11

REVISED CC: 9-9-13

FLSA Status: Exempt

At-Will

FINANCIAL SERVICES MANAGER

DEFINITION

Under the direction of the Administrative Services Director, plans, organizes, leads, oversees and monitors programs and activities related to the City's financial operations. This single-position classification provides day to day operational direction and supervision to division staff in addition to performing diverse, specialized and complex accounting work involving significant accountability and decision-making responsibility. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. This class is distinguished from the Administrative Services Director that the latter has overall management responsibility for the City's financial, accounting, revenue management, budget, work program and organization-wide financial strategic planning. The Financial Services Manager may serve in temporary appointment as the acting department head in the absence of the Administrative Services Director.

SUPERVISION EXERCISED AND RECEIVED

The Financial Services Manager receives general direction from the Director of Administrative Services within a framework of broad policies and procedures and established organizational values and processes. Direct supervision is provided to management, professional, technical and office support staff and oversight is provided to contract service providers.

ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

- Prepares reports and makes presentations to the City Council, Boards and Commissions or other groups as needed;
- Plans, organizes, administers, reviews and evaluates the work of professional, technical and office support staff; provides training and policy guidance and interpretation to staff;
- Ensures that staff provides a high degree of service to both internal and external customers;
- Develops, reviews and implements policies and procedures to meet legal requirements and City needs;
- Oversees the preparation of periodic and annual financial reports in accordance with generally accepted accounting principles and standards;
- Manages or performs responsible accounting, payroll, financial and/or budgetary document processing;
- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records and reports for submission to various regulatory and other governmental agencies;
- Prepares or directs the preparation of reports regarding expenditures and revenues of departmental or City-wide programs and periodic and special reports regarding program operating costs and revenues;
- Manages cost accounting programs including cost allocation plans, preparation of cost of service studies and the design and implementation of fee programs;
- Analyzes, forecasts, formulates and administers all City revenue sources for preparation of the revenue section of the annual City budget and periodic financial statements;

- Manages the City's investment portfolio; ensures that investments meet the City's policy guidelines and that adequate cash is available to meet obligations; prepares periodic investment reports;
- Establishes and maintains effective relationships with city staff, public officials, business owners, and others contacted in the course of work, including public "stakeholder" groups;
- Establishes and monitors internal control procedures to ensure that accounting standards are met;
- Prepares and directs the preparation of written correspondence, reports, procedures, resolutions and other materials;
- Oversees the maintenance of divisional automated and manual files;
- Monitors changes in laws, regulations and technology that may affect divisional operations; develops, recommends, and implements policy and procedural changes after approval;
- Prepares and monitors division function(s) and budget(s) to ensure that funds and staff time are used effectively and efficiently; analyzes work flow, priorities and staffing levels and makes adjustments when required;
- Represents the Director at meetings, conferences and similar functions; assists the Director in departmental administrative and management responsibilities, and acts in finance matters in the absence of the Director; and
- Develops, recommends, and administers division goals, objectives, policies and procedures;
- Provides accounting services to organizations that obtain financial services from the City;
- Performs other duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated knowledge of: Laws, regulations and standard accounting practices regarding public agency accounting operations; principles and practices of public agency financial management, including general and governmental accounting, auditing and reporting functions; Principles and practices of public agency budget development and administration and sound financial management policies and procedures; information technology hardware and software, particularly as related to financial and administrative functions; principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures; basic public administration policies and practices; techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.

Ability and skills to: plan, organize, administer, coordinate, review, evaluate and personally participate in a comprehensive public agency financial management program; maintain accurate financial records and prepare clear and accurate reports for informational, auditing and operational use; deliver presentations before the City Council, City Boards and Commissions or other groups; plan, assign, coordinate, supervise and evaluate the work of assigned staff; prepare clear and concise reports, correspondence, policies, procedures and other written materials; analyze complex accounting and fiscal issues and recommend resolutions and prepare reports based on this analysis; present complex information orally and in writing in an easy-to-understand way for employees, community groups and decision makers; manage complex projects, on time and within budget; use tact, initiative, prudence and sound independent judgment within general policy and legal guidelines; establish, foster, and maintain cooperative and effective working relationships with those contacted in the course of work, both inside and outside the organization, including public "stakeholder" groups; work in a team atmosphere and participate on a variety of departmental and City-wide committees to enhance the provision of all City services.

EDUCATION AND TRAINING

Equivalent to graduation from a four-year college or university in accounting, finance, business administration or a closely related field and four years of professional finance experience, including three years at an administrative, supervisory or management level, with a demonstrated record of success

preferably in a governmental or public agency setting. Certification as a Certified Public Accountant in the State of California is desirable.

SPECIAL REQUIREMENTS

Speak clearly and understandably; operate standard computer programs. Ability to travel to various locations within and outside the City of San Carlos to meet program needs and fulfill the job responsibilities. When driving on City business, maintenance of a California driver's license and satisfactory driver's record is required. Must be able to actively participate in evening meetings.