



CITY OF BIG BEAR LAKE

FINANCE MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities 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 general direction, performs advanced professional financial, budgetary and accounting functions for the City's Finance department including development, implementation, monitoring and coordination of the City's annual operating and capital budgets; gathers, analyzes and presents critical financial budgetary information; is responsible for the supervision, planning and managing of the daily operations and services of the Finance Department. Provides highly responsible and complex staff assistance for special projects and other related work, as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Finance Manager**, is a management level position responsible for a wide variety of professional, statistical and management analyses associated with the formulation, presentation and administration of the City's operating and capital budgets and developing long-range financial forecasts and plans. Assignments are broad in scope and involve significant accountability and decision-making responsibility on issues which are complex, interpretive, and have citywide financial impact. The work of this position involves significant statistical analytical ability, policy, procedure and budget development, and assists in planning, directing and managing the Finance Department.

SUPERVISION RECEIVED/EXERCISED:

Direction is received from the Director of Government Services and/or designee. Incumbent exercises direct supervision over lower level professional, technical and clerical staff.

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

- Prepares, manages and coordinates the development of the City's annual operating and capital improvement budgets; develops and monitors budget preparation calendar timeline; updates and distributes budget submittal documents; prepares revenue and expense projections; forecasts necessary funds for staffing, materials and supplies; justifies budgeted programs, purchases and operations; presents the proposed budget for approval; discusses and resolves budget issues; recommends and prepares budget amendments as necessary; monitors budget to actual variances on a regular basis.
- Responsible for the City's Successor Agency budget preparation, approval and reporting compliance.
- Prepares audit schedules for external auditors and oversees the annual auditing process; identifies and prepares supporting schedules for footnote disclosures; ensures completeness of yearend processes and accuracy of the City's required annual financial reports.
- Prepares and/or reviews annual or recurring calculations, such as, Appropriations "Gann" Limit, Measure I Maintenance of Effort, compensated absences and pension liability.
- Coordinates the implementation of new accounting procedures and Generally Accepted Accounting Principles (GAAP) pronouncements by drafting updates to and/or preparing newly required policies.

FINANCE MANAGER

Page 2

- Evaluates internal control systems and current operating procedures, recommends and develops formal policies and procedures, and monitors compliance.
- Participates in and assumes responsibility for all departmental functions including financial audits, preparation of the City's Comprehensive Annual Financial Report (CAFR), the general ledger, purchasing, accounts payable/receivable systems, fixed assets, cash receipting, fund and banking reconciliation, grant accounting and other related financial activities.
- Oversees and manages daily cash flow, transfers funds between bank accounts and the Local Agency Investment Fund (LAIF); processes wire transfers; meets with bank representatives and related parties.
- Performs account reconciliation for bond issue accounts, maintains, reviews and analyzes all documents related to the issuance of municipal bonds and other debts; provides support for administration of bond covenants, ensures timely disbursement of bond and debt service payments.
- Directs the development of fee studies; oversees revenue audits such as; sales tax, transient occupancy tax, property tax, business license fees, transient private home rental (TPHR) registration fees and development related fees.
- General oversight of the City's Information Technology professional services agreement for remote and on-site support services, in addition to, oversight of the City's annual business license and TPHR renewal process.
- Serves as liaison with federal, state, regional, county, city and special district agencies; develops recommendations for policies, laws, ordinances, resolutions and programs related to Finance activities; researches and analyses proposed legislation to identify impact on the City.
- Composes, prepares and analyses staff reports and presentation materials; makes verbal and written presentations to City staff, management and Council; attends City Council meetings, as needed.
- Assistance is provided to the Director of Government Services in support of senior level and general management duties including the completion of special projects, as assigned.
- Participates in the development of the Finance Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work product, method and procedures, ensuring the department's goals and objectives are met.
- Assists with the selection, orientation, motivation and evaluation programs for Finance Department personnel; provides or coordinates staff training; plans and supervises the staffs' work assignments; identifies and resolves staff deficiencies.
- Attends and participates in professional group meetings and stays current of new trends and innovations in the field of municipal finance, budgeting and accounting.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, fellow staff, and the public.
- Responds to the more challenging questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as appropriate and resolves public service or operational complaints; establishes and maintains a positive customer service orientation within the department.
- Performs other related duties as required and necessary for the successful performance of this position.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing financial reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

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 six (6) years of increasingly responsible professional experience involving municipal accounting, auditing, budgeting, financial analysis, and/or economic forecasting including four (4) years of direct work experience with preparation of a public agency budget and the Comprehensive Annual Financial Report (CAFR) and a minimum of four (4) years supervisory experience; and a bachelor's degree from an accredited college or university, in accounting, finance, public/business administration, or a closely related field. A Master's degree 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:

Principles, practices and methods of public financial administration including budget development and financial planning; Generally Accepted Accounting Principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB); practices of municipal government accounting; principles and practices of automated financial systems; grant and fund accounting; account analyses; financial statement preparation; annual financial auditing; applicable federal, state, and local laws, codes, and regulations affecting municipal financial operations including bond issuances and revenue forecasting and investment; principles of contract negotiation and administration; principles and practices of personnel administration, supervision, evaluation and training; standard office practices, methods, and equipment usage, including a computer, and applicable software; methods and techniques for record keeping, report preparation and technical writing; occupational hazards and standard safety practices.

Ability to:

Prepare and analyze complex budgets; ensure an accurate and balanced Citywide budget; explain and understand methodology and techniques regarding budgeting, financial planning, procurement and

economic analyses; explain and successfully defend budgetary issues; examine and verify financial documents, reports and transactions; prepare a variety of financial statements, reports, and analyses; provide accurate and timely information to operating departments, City Manager, and City Council as required; develop and use a variety of financial spreadsheets and automated financial management systems; interpret, explain, and apply applicable laws, codes, and regulations; work effectively with management, staff, other governmental agencies, and the public; effectively manage, coordinate and review the work of professional, technical and clerical personnel; identify inconsistencies and errors and recommend appropriate resolutions; analyze complex data in either statistical or narrative form and perform complex statistical and cost benefit analyses; communicate effectively, both orally and in writing; prepare verbal presentation and written reports; work independently and as part of a team; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; make sound decisions within established guidelines; work well under pressure, be proactive, discreet and able to maintain confidentiality on appropriate issues.

Skill to:

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