



City of Laguna Niguel
Job Description

FINANCE MANAGER
Executive and Management Group
FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and office support activities related to the processing of financial transactions and preparing and reconciling financial and accounting records and reports; performs professional accounting work to ensure regulatory compliance with governmental accounting standards; maintains and improves the City's accounting system; reviews confidential data; provides highly complex and responsible support to the Director of Finance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

The position receives general direction from the Director of Finance. The position exercises general and direct supervision over Finance Department professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assume management responsibility for all services and activities of the Finance Department including general accounting; budgeting; and contract, grant, and purchasing administration.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Prepare, direct, coordinate, and review the work plan for the Finance Department; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems; evaluates and reviews confidential data, including the costing of labor proposals.
- Select, train, motivate, and evaluate supervisory, technical, and clerical personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Finance Department annual budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Assists the Director of Finance in compiling the City's annual operating budget and capital improvement program, including developing salary and benefits projections, account, revenue, and expenditure projections, and preparing the initial draft of the annual operating budget and capital improvement program; revises and edits budget documents and reports for accuracy and content.
- Assists the Director of Finance in researching and preparing the City's Five-Year Revenue and Expenditure Forecast.

- Coordinates the preparation of the Comprehensive Annual Financial Report (CAFR).
- Coordinates the preparation of a variety of financial reports as mandated by the State Controller's Office, CalPERS, the County of Orange, and other governmental agencies.
- Perform complex and technical accounting and fiscal record management system analyses; identify and analyze problem areas in general accounting, payroll, and related systems; make recommendations for accounting system improvements.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of City financial operations; continuously monitors and evaluates the service delivery methods and procedures and identifies opportunities for improvement; recommends improvements to the Director and implements new procedures and methods.
- Oversees reconciliation of City bank accounts to the general ledger on a monthly basis, inclusive of providing support for monthly investment report preparation.
- Oversees and reviews accounts payable check processing; answers questions related to proper coding, proper authorizations, and available budget.
- Oversees the payroll process; ensures that data submitted and payments made are correct; audits payroll deductions and earning registers for correctness.
- Oversees and reviews the purchasing and contract administration functions, ensuring compliance with the City's purchasing ordinance and related policies and procedures.
- Oversees and reviews grant accounting function and reporting related to capital projects and other grant-funded programs.
- Coordinate annual audit activities; provide assistance to external auditors.
- Ensures that tax reporting is in compliance with Internal Revenue Service regulations and guidelines.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to accounting management programs, policies, and procedures, as appropriate; prepare related reports.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal accounting and payroll record keeping systems.
- Provide responsible staff assistance to the Director of Finance.
- Serve as Acting Director of Finance in the absence of the Director of Finance.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.

- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation; federal and state regulations and guidelines as they pertain to municipal finance, municipal taxation, and revenue management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Records management principles and practices.
- Public agency payroll principles and practices.
- Computer applications related to the work, including word processing, spreadsheet, and database applications.
- Standard office support practices and procedures, including the use of standard office equipment.
- Techniques for effectively representing the City in contacts with governmental agencies; community groups; various business, professional, educational, and regulatory organizations; and with property owners, developers, contractors, and the public.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff; in person, in writing, and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff; in person, in writing, and over the telephone.
- Safe driving principles and practices.
- Safe work practices.

Ability to:

- Assist in development and implementation of goals, objectives, policies, procedures, and work standards for the Finance Department.
- Plan, organize, schedule, assign, review, and evaluate the work of staff.
- Perform difficult, professional, and technical accounting and financial support work accurately and in a timely manner, as well as maintain confidentiality.
- Maintain accurate accounting and financial records for special accounts and projects for the preparation of clear and accurate reports for informational, operational, and auditing use.
- Reconcile accounts, records, reports, and journals.
- Prepare financial and/or auditor statements, schedules, and reports.

- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Recommend improvements in financial record keeping systems.
- Making sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet multiple deadlines.
- Train staff in work procedures.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Provide exceptional customer service to coworkers, internal customers, and the public.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Use English effectively to communicate in person, in writing, and over the telephone.
- Establish and maintain effective working relationships with employees and those contacted in the course of work.
- Operate modern office equipment including computers and supporting word processing, spreadsheet, and database applications.

EXPERIENCE AND TRAINING

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

Experience:

Six (6) years of increasingly responsible governmental accounting and auditing experience, including two (2) years of administrative and supervisory responsibility.

Education/Training:

- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, public administration, or related fields.
- Master's Degree in accounting, finance, business administration, public administration, or related fields is highly desirable.

Licenses/Certificates:

- Must possess and maintain a valid California Driver's License.
- Possession of an active Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) certificate, and/or Certified Government Financial Manager (CGFM) certificate is highly desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Note: All employees of the City of Laguna Niguel are designated by California Government Code Sections 3100-3109 to be "Disaster Service Workers". In the event of a declared emergency, any undeclared emergency, or natural disaster that threatens the life, health, and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in various locations, outside the employees' normal working hours, performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.