



FINANCE MANAGER

Department	Finance	FLSA Status	Exempt
Section	Budget/Accounting/Financial Analysis & Reporting	Bargaining Unit	Non-Represented/ Confidential
Reports To	SEE DETAILS	SRN	S31*
Job #	40253	EEO Job Category	2-Professionals
Supervises	Financial Analysts, Accountants, Accounting and Payroll Technicians: Actual Reports to be determined depending on assigned function		

*For Salary and Benefit Purposes Only

JOB SUMMARY:

Under general direction, this classification is responsible for performing the most complex and responsible analyses/reporting, including but not limited to one or more areas of budget, cost analysis, general accounting, capital projects, debt and grants, cash and investment, and fixed assets.

Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include overseeing day-to-day activities and providing professional-level support to the Controller. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

ESSENTIAL FUNCTIONS:

- Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, to address performance deficiencies, in accordance with the District's rules, policies, and labor contract provisions; identifies best-of-class work practices among assigned staff and assures uniform adoption of those practices.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment, which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Analyzes, develops, and reviews reports of findings, evaluates alternatives and makes recommendations involving a broad range of revenue, financing, and financial management issues.
- Recommends policy and procedural improvements.
- Plans, organizes, controls, integrates, and evaluates the work of assigned programs, functions, and programs in the Finance Department.

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- Ensures staff observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When assigned to Budget, Cost Analysis, and Financing

1. Reports directly to the Controller.
2. Directs all activity of the operating and capital budget, cost of service studies, rate setting, pension-cost analysis, water agreements analysis, and other ad-hoc analysis as needed.
3. Manages and coordinates the development and implementation of the District’s operating budget. Formulates, prepares, and communicates budget completion schedules and deadlines; coordinates the budget process and ensures timely completion. Oversees the preparation of financial analyses, reserves reconciliation, and budget adjustments.
4. Manages the preparation of the District-wide capital improvement program and related documents; prepares draft budget for management team review; incorporates changes and issues subsequent drafts to the management team, Finance Committee, and Board; incorporates final changes and prepares final budget for publishing. Manages the preparation of fiscal and budgetary analyses, including quarterly budget vs. actual reports, income and spending trends, forecasting, and cash flow requirements.
5. Manages the preparation of the annual budget book in accordance with GFOA standards.
6. Creates, manages, and maintain reports related to budget review and analysis. Maintain the budget software, conduct training classes on the use of the budget /reporting software, updates the financial budget in to the financial management system.
7. Manage a variety of financial research and analysis on various segments of the District’s operations; collects and analyzes data on District practices, policies, and procedures; identifies, investigates, and makes recommendations for changes as necessary; performs cost-benefit analysis on proposed changes; produces findings and recommendations and prepares related reports.
8. Resolves any contractual or program issues in the pursuit of funding opportunities.
9. Develops and maintain revenue programs required to analyze and project various rates and fees.
10. Participates in various ad hoc projects and performs complex ad hoc analysis in support of executive decision-making on issues impacting the District.

When assigned to Financial Reporting and Analysis:

1. Reports directly to the Controller.
2. Assists in the preparations for the Consolidated Annual Financial Report (CAFR), financial statements, and Schedule of Expenditures of Federal Awards (SEFA); performs grant tracking, grant, investment, and debt reconciliations, prepares project accounting metrics, and coordination with the external auditors as needed.
3. Provides support to the Controller in the preparation of a wide variety of financial and statistical reports, including month-end and year-end reporting. Performs internal audits as necessary to maintain required financial controls. Review and monitor financial information, schedules, reconciliations to the District’s independent auditors in preparation of year-end audited financial statements.

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4. Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of government. Assist the Controller in the implementation of various Federal, State, and District guidelines, regulations, and policies.
5. Assist the Engineering Department in its review of capital budget requests, providing oversight of the tracking, monitoring, and periodic reporting of capital project expenses in relationship to budget, ensuring accuracy and adequacy of capital improvement budget in the financial system.
6. Assist in managing the researching, analyzing, and pursuing grant and loan funding opportunities. Determines District eligibility, write sections of federal, state, and other grant and loan applications, including ensuring other department staff complete sections within the specified time frame.
7. Assist in the planning and conduct management related to grant and loan funded projects; analyzes alternatives and makes recommendations; coordinates tracking and reporting of fiscal, labor and contract reporting activities with contractors, consultants, and other departments. Monitors State, Federal, and other agencies for potential opportunities, including working with consultants as needed.
8. Monitors and ensure that required reports and disclosures related to grants and loans are submitted in a timely manner.
9. Monitors and manage the administration of the District's long-term debt programs; prepares and process payment; maintains debt, accrued, interest, bond discount/premium, and issuance costs spreadsheets; journal entries; assist with debt refinancing as necessary.

When assigned to General Accounting:

1. Reports directly to the Director of Finance.
2. Reviews, processes, approves, and posts journal entries including, but not limited to, reviewing for accuracy of account numbers for reasonableness, monitor the required monthly, quarterly, and annual entries needed, cash receipts, accruals, recurring entries, District investments and payments, fixed assets, encumbrance funding entries, reserves, debt principal and interest payments; reviews project accounting reconciliations; reviews and approves closures, transfers, and miscellaneous entries.
3. Manages, directs, oversees, and approves bi-weekly payroll processing, tax, pension, government, and legal reporting, payroll reports, and external payroll account payments; directs and reviews special payroll processing, additional payroll payments, and annual payouts
4. Evaluates and resolves HR/Payroll system errors and pension and tax reporting errors; submits service requests to system vendors; coordinates HR/Payroll system upgrades, new requirements, and implementations; participates in system testing and works with system vendors.
5. Manages, directs, oversees, and approves payroll processing including all other disbursements, running reports, tax, pension, government, and legal reporting, payroll reports, and external payroll account payments; directs and reviews special payroll processing, additional payroll payments, and annual payouts.
6. Reviews, approves, posts, and uploads payroll journal entries; reviews and assists with reconciliations and provides necessary documentation; researches and resolves accounts receivable, accounts payable, and payroll, pension, and quarterly and year-end tax-reporting discrepancies.

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7. Develop and implement systems and procedures required to efficiently carry out the goals and objectives of the day-to-day accounting process related to payroll, billing and collections, and accounts payable.
8. Manages the work of employees responsible for accounts payable and accounts receivable, including constant review of process to ensure accuracy and timeliness. Recommend improvements to increase efficiency as needed. Reviews and implement policies related to billing, collections, and disbursement.
9. Develops and maintains accounting policies and procedures; maintains and ensures adherence to internal control procedures and accounting standards. Provides information and assistance to departments on accounting and financial reporting issues. Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.
10. Conduct training and manage the financial modules to prevent interruption to the day-to-day process related to payroll, accounts receivable, and accounts payable.
11. Assist in the creation and maintenance of the Chart of Accounts.

MINIMUM QUALIFICATIONS:

Education: Bachelor’s degree or equivalent from an accredited college or university with major coursework in accounting, financial management, or a related field.

Experience: Five (5) years of progressively responsible professional finance and accounting program experience, of which two (2) years is in a supervisory capacity. Licensed as a Certified Public Accountant is highly desirable.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Payroll and timekeeping principles and best practices.
- Principles and practices of general, fund, and governmental accounting, including financial statement preparation.
- Principles and practices of cost and fixed asset accounting.
- Internal control and audit principles and practices.
- GAAP, GASB, and GFOA accounting standards and requirements.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- District operations and functions and associated financial management issues.

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- Organization and functions of a public Board of Directors.
- Record keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Abilities:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Finance Division and the District.
- Prepare, administer, and monitor a division/department budget.
- Evaluate financial programs and make recommendations for improvement.
- Prepare clear, concise, and comprehensive financial and treasury statements, correspondence, reports, studies, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

- Licenses
 - Licensed as a Certified Public Accountant highly desirable
 - Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. Ability to maintain insurance under the District’s Vehicle Insurance Policy.

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PHYSICAL REQUIREMENTS:

- Driving: Moderate.
- Sits for prolonged periods of time.
- Operate a computer work station.
- See Human Resources for Physical Assessment Form.

Read and Acknowledged: _____

Employee Signature

____/____/____

Date

Employee Name (Printed)

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