

**City of Saratoga  
Finance Manager  
Exempt**

**DEFINITION**

Under general direction of the Finance & Administrative Services Director, the Finance Manager performs advanced level professional accounting and financial management duties and oversees the day-to-day operations of the Financial Services Division, including supervision of professional and paraprofessional accounting staff.

This position will assist the Finance & Administrative Services Director as needed, including the preparation of financial statements and analysis, written documentation, reports, and correspondence, preparing and participating in presentations, and policy and procedural development and implementation.

**DISTINGUISHING CHARACTERISTICS**

The Finance Manager's in-depth knowledge of accounting and auditing principles and practices, including governmental accounting and auditing standards established by the Government Accounting Standards Board (GASB), accounting principles defined by Generally Accepted Accounting Principles (GAAP), and procedural practices recommended by General Finance Officers Association (GFOA), are utilized to perform a full range of professional budget and accounting work, and to maintain the integrity of the City's financial system general ledger. The incumbent has considerable latitude to exercise professional discretion and independent judgment within the parameters of GASB, GAAP, and the City's ordinances, rules, regulations, policies, procedures and other guidelines, and works under minimal supervision.

This position is distinguished from the Finance and Administrative Services Director who serves as the Department Head of the entire Department, and from the Accountant I/II by the management oversight of the day-to-day operations of the Financial Services Division, including supervision of professional and paraprofessional accounting staff.

**ESSENTIAL DUTIES**

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Oversee, coordinate, and carry out operational activities of the Financial Services Division, including general accounting, payroll administration, accounts payable, accounts receivable, cash management, purchasing, business licensing, financial reporting, auditing, budgeting, fixed asset inventory, and treasury functions;
- Perform a variety of complex accounting and budget related duties and analysis; and ensure proper program administration and resolution;

- Monitor, interpret, and implement GAAP, GASB, and other accounting standards, policies and procedures using discretion and judgment;
- Manage, direct, prioritize, and coordinate the work of professional-level and paraprofessional-level accounting staff, demonstrating continuous effort to oversee and improve operations, streamline work processes, and work cooperatively with City staff to provide quality seamless customer service;
- Train, supervise, motivate, and evaluate assigned staff, and recommend personnel actions as necessary, including performance improvement plans, cross-training, and discipline;
- Establish and maintain effective working relationships with subordinates and all staff;
- Develop systems and maintain records that provide for the proper evaluation, control and documentation of assigned activities; prepare and direct the preparation of a variety of written correspondence, reports, procedures, directives and other materials;
- Exercise significant judgment and discretion in interpreting and applying rules, guidelines, and financial policy;
- Communicate clearly and concisely, both verbally and in written documents;
- Use in-depth accounting knowledge and independent judgment to coordinate the City's annual financial and compliance audits, including preparation and analysis of complex financial reports and the Comprehensive Annual Financial Report (CAFR);
- Assist with the preparation and implementation of the annual Operating and Capital Improvement Plan budgets;
- Oversee and maintain the integrity of the City's budget and accounting financial systems, and advise City staff on budget and accounting policies and technical procedures;
- Answer inquiries and perform calculations and analysis on confidential employment matters, including collective bargaining agreement proposal cost calculations as requested by the City negotiators;
- Answer inquiries and resolve complaints from employees and the public, using discretion and judgment;
- Oversee, coordinate, and prepare accounting, budgeting, finance, audit, and related documents, using discretion and judgment;
- Performs related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

- Principles and practices of management and supervisory skills.
- Principles and practices of governmental budgeting, accounting, auditing, financial reporting, and municipal financial administration, and Generally Accepted Accounting Principles (GAAP).
- Automated financial systems.
- Complex financial reporting and analysis, including Comprehensive Annual Financial Report (CAFR) preparation and reporting.

- Modern office procedures and security practices for data and information systems and technologies, including financial systems, spreadsheet, word processing, and data base applications.

#### Skill and Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Carefully analyze the allocation of work assigned to accounting staff and make adjustments to balance workloads to ensure an efficient allocation of work.
- Oversee, assist, and cross-train staff as needed on projects to ensure City's operational needs are met.
- Prepare complex project or account reconciliations, analyses, financial statements, and reports, requiring use of discretion and judgment.
- Analyze and interpret financial, technical, and general reports.
- Establish and maintain cooperative working relationships with elected officials, staff, customers, and the public.
- Communicate, clearly and concisely both verbally and in writing, complex financial information in understandable lay terms with customers, clients, and the public using a telephone and in group and face-to-face, one-on-one settings.
- Comprehend, analyze and make inferences from written material.
- Produce documents using proper sentence structure, punctuation, grammar, and spelling.
- Review or check the work product of others to ensure accuracy, conformance to standards, and provide supervision and training of staff as needed.
- Utilize modern information and communication technologies.
- Continuously use discretion and judgment to improve and perform work and motivate and supervise staff.

#### **EDUCATION, TRAINING AND EXPERIENCE**

- A bachelor's degree in business administration with major course work in accounting, finance, or a related field.
- A minimum of five (5) years of professional-level experience in governmental accounting and financial systems, including a minimum of two (2) years in a supervisory capacity.
- A valid Class C California Driver's license.
- Public sector auditing experience or CPA certification is desirable but not required.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

### **Physical Requirements**

Most of the employee's working hours are spent in an office. Most work assignments involve a high degree of concentration. There may be some light to moderate physical work in the handling of supplies, files, computer equipment, etc.

Physical requirements include the following:

Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with minimal travel via personal or City vehicle to off-site meetings, training sessions or conferences, etc.

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions.

Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

### **Environmental Requirements:**

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.