



FINANCIAL SERVICES MANAGER

DEFINITION

Under general direction, the Financial Services Manager performs and/or manages a variety of sections and programs in the Finance Department, such as: the daily management and supervision of purchasing, water billing, sewer billing, accounts receivable, business and dog licensing, cashiering and reception; providing technical accounting for the Livermore Redevelopment Agency and Enterprise Funds; manage and supervise the reconciliation of general ledger accounts and city debt and assessment district debt; preparation of the 20-year Capital Improvement Operating Budget; manage the preparation of a variety of studies and mandated reports such as the property tax roll and Comprehensive Annual Financial Report preparations; supervises assigned personnel in several accounting sections; assists in compliance with annual audit and single audit requirements; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Financial Services Manager has considerable latitude in the management of staff in assigned sections, within general guidelines and professional and administrative standards. This classification is distinguished from the Assistant Director of Finance in that the Assistant Director has overall responsibility for additional functions of the department as well as the functions of the Financial Services Manager.

SUPERVISION RECEIVED

General direction is received by the Assistant Director of Finance. Assignments may also be received by the Director of Finance.

SUPERVISION EXERCISED

Provides direct and supervision through others to technical and clerical staff, temporary employees, and consultants.

EXAMPLES OF IMPORTANT AND ESSENTIAL FUNCTIONS

Supervision

Hires, trains, evaluates, and provides career development to assigned staff; ensures the development, and implementation of clear and up-to-date goals and objectives; engages in on-going re-engineering and process improvement in order to meet the needs of internal and external customers; and ensures staff is working as a team among each other.

Enterprise Accounting

Performs and manages the preparation of quarterly comparative profit and loss statements for the City's enterprises; reviews and analyzes enterprise debt service funds; manages account reconciliation which includes cost of goods sold, inventories, and accounts receivable.

Special Assessment Accounting

Reviews special assessment district functions, such as: determining bond calls, calculating interest, and placing special assessments on the tax roll; works with outside trustee and bond consultants.

Capital Improvement Accounting

Prepares budgetary schedules for capital improvement program and monitors and adjusts the general ledger accordingly; works with City Departments to review the Capital Improvement budget requests.

Redevelopment Agency Accounting

Performs Redevelopment Agency (RDA) accounting; prepares state controller's report for RDA; calculates the RDA pass-through monies per the agreements with the local agencies.

Lighting and Landscape Accounting

Coordinates with the Engineering Division, lighting and landscape subsidiary ledger adjustments; provides support in preparation of the state controller's annual street report.

Business License Tax Program

Manages the Business License Tax program within the City; ensures compliance with the City municipal code.

Utility Billing

Manages the billing and collection of accounts for water and sewer service within the City. Ensures compliance with billing and collection procedures as well as the municipal code; works with the bank to resolve any processing problems.

Cashiering and Accounts Receivable

Manages the cashiering and general accounts receivable within the City; works with the bank to resolve any processing problems; works with outside City departments to ensure internal controls relating to cashiering are maintained; ensures that collections procedures are followed and subsequent collection action pursued.

Purchasing

Manages the Purchasing section. Ensures compliance with the municipal code and city policies. Manages the purchasing card use and policy compliance; works with the credit card vendor to receive timely transmission of transaction activity for the financial system.

Special Projects

Prepares the City's annual state controller's report; prepares the cost allocation plan; manages public financing authority accounting as necessary; provides support in the implementation of accounting standards requirements and creation of procedures.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated Knowledge of: Principles and practices of general and municipal accounting, management, and supervision; general principles of budget accounting and auditing; effective communication techniques; software applications, including financial software programs; applicable federal, state and local codes, ordinances and regulations.

Demonstrated Skill to: Read, interpret and apply relevant federal, state and local codes, ordinances and regulations; set priorities; communicate effectively both orally and in writing; prepare clear, comprehensive and concise narrative, accounting and statistical reports; work well under the urgency of deadlines; ensure exceptional customer service as a standard; effectively manage and resolve conflict; select, supervise, train, evaluate, mentor, and coach personnel, as well as take disciplinary action when necessary; communicate clearly and concisely, both orally and in writing; participate in a collaborative and positive manner; maintain effective relationships with those contacted in the course of work; utilize personal computers and specialized computer software; and exemplify an enthusiastic, resourceful, and effective service attitude with those contacted in the course of work.

Ability to: Effectively apply the required knowledge and skills in the daily performance of assigned duties; work independently without supervision; exercise initiative and creativity in performing assigned duties; and effectively learn and apply department policies, procedures, and terminology.

Experience, Education, and Training Guidelines:

Any combination of experience, education, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Four years of progressively responsible professional accounting and finance experience including two years of administrative and supervisory experience. Public agency experience is highly desirable.

Education: Graduation from an accredited college or university with a bachelor's degree in business administration, accounting, public administration or a related field.

Training: Any recent training such as academic courses and certification programs which are relevant to this job classification.

License: May require possession of a valid California Driver's License and a satisfactory driving record as determined by the City.

Certification: None

Other Requirements: Willingness and ability to work such hours as are necessary to accomplish the job requirements; attend evening and out-of-town meetings and seminars on occasion during work and non-work hours.

Special Requirements: Essential duties require the mental and/or physical ability to work in a standard office environment; utilize a computer and 10-key; converse over the telephone and in person; and safely lift and carry up to 30 pounds.

Title: Financial Services Manager
Job Code: 218
FLSA: Exempt
Unit: Livermore Management Group
Created: 3/2002