



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

FINANCE MANAGER

HOURLY \$40.31 – \$50.34
ANNUAL \$83,846 – \$104,712

FLSA Designation	Exempt
Established	February 2014
Revised	January 2021
Classification	300: Management
Range	350: Manager

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEPARTMENT / DIVISION FINANCE

SUMMARY DESCRIPTION

Receives general direction from the General Manager. Exercises direct and general supervision over professional, technical, and administrative support staff. Plans, organizes, oversees, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the processing of financial transactions, utility billing, and preparing and reconciling financial and accounting records and reports; performs professional accounting work to ensure regulatory compliance with governmental accounting standards; manages the effective use of department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the General Manager in areas of expertise; and performs related work as required.

IDENTIFYING CHARACTERISTICS

Finance Manager – This is a management classification that manages all accounting activities and programs of the Town. The incumbent organizes and oversees day-to-day financial processing, reporting, and record-keeping activities and is responsible for providing professional-level support to the General Manager in a variety of areas. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Plans, manages, and oversees the daily programs, operations, and activities of the Financial Services Division.
2. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends within Town policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the General Manager.
4. Participates in the selection of, trains, motivates, and evaluates assigned staff; works with employees on performance issues; recommends disciplinary issues to the General Manager.
5. Manages and participates in all activities related to the Town's financial services functions, including the accounting systems, accounts payable, accounts receivable, utility billing and water meter services, payroll, and cash receipts.
6. Participates in the development, administration, and oversight of the Town budget; prepares, calculates, and analyzes a variety of financial reports and data in the preparation of the annual operating and capital improvement program budgets; directs the monitoring of and approves expenditures; recommends adjustments as necessary.
7. Prepares and analyzes a variety of complex financial reports, statements, and schedules.
8. Coordinates the Town's annual audit of financial statements; prepares audit schedules and reports for external auditors.
9. Establishes the Town's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; responds to and implements audit recommendations; ensures compliance with federal, state, and local government accounting and financial reporting standards and controls.
10. Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors financial procedures of all Town programs and departments, including internal audits and checks and balances; ensures that necessary corrective actions are taken.
11. Provides highly complex staff assistance to the General Manager; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to the Board of Directors and various committees.

12. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance and accounting; researches emerging products and enhancements and their applicability to Town needs.
14. Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
15. Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
16. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management. Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions. Principles and practices of public agency budget development and administration and sound financial management policies and procedures. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the Financial Services Division. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to public agency financial operations. Recent and on-going developments, current literature, and sources of information related to the operations of the Financial Services Division. Principles and procedures of financial record-keeping and reporting.

Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software. English usage, grammar, spelling, vocabulary, and punctuation. Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

Recommend and implement goals, objectives, and practices for providing effective and efficient services. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures. Evaluate and develop improvements in operations, procedures, policies, or methods. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Analyze, interpret, summarize, and present technical information and data in an effective manner. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective financial, technical, and staff reports. Effectively represent the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Oversee the development and maintenance of a variety of filing and record-keeping systems. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software applications programs. Use English effectively to communicate in person, over the telephone, and in writing. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

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:

Finance Manager - Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business or public administration, or a related field and five (5) years of accounting management experience, preferably with a public agency, including three (3) years of supervisory experience.

License:

Possession of, or ability to obtain, an appropriate driver's license may be required for some positions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information.

Physical: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be “Disaster Service Workers.” In the event of a declared emergency or 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 locations, during hours and performing work significantly different from the employees’ normal work assignments and may continue through the recovery phase of the emergency.