

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

FINANCIAL SERVICES MANAGER

DEFINITION

Under limited direction from the Director of Finance and Administrative Services and/or the Deputy/Assistant Director of Finance and Administrative Services, this position is responsible for managing the accounting functions; coordinating the activities of budget and financial operations; and other assigned functional areas of the Department of Finance. This position requires independent judgment and initiative in maintaining the City's accounting system by applying generally accepted accounting principles and methods.

EXAMPLES OF DUTIES

Plan, organize, lead and control the work of staff which are involved in providing services related to financial reporting, accounts payable, business license, payroll and other assigned functional areas.

Develop and implement the goals, objectives, performance measures and priorities for assigned programs. Monitor and evaluate the efficiency and effectiveness of service delivery methods; identify opportunities for improvement and direct the implementation of changes.

Select, train, supervise and evaluate assigned staff including subordinate supervisors.

Plan and manage month-end and year-end closing; interim and final audits for the City. Take a lead role in overseeing the work of finance staff in meeting the year-end financial reporting and audit deadlines. Review of audit materials and financial statements; and prepare response to audit findings.

Ensure accuracy and timely submittal of financial reports for Federal, State and other agencies, including the Comprehensive Annual Financial Report.

Support the Budget Office throughout the Citywide budget process, including but not limited to, preparing revenue and expenditure forecasts, reviewing departmental budget submittals, monitoring changes to Citywide budget as it goes through the review process and preparing components of the City's budget document.

Implement and maintain effective internal accounting control; ensure proper segregation of duties and City assets are safeguarded.

Conduct a wide variety of special studies; prepare detailed and analytical accounting, budget, financial, statistical, narrative and staff reports. Attend meetings and make presentations to the City Council, Executive Staff, the public and other agencies.

**JOB SPECIFICATION
FINANCIAL SERVICES MANAGER (PAGE 2)**

Monitor, interpret and review changes to relevant Federal and State laws and regulations. Develop, recommend and implement changes to City's accounting policies and procedures to ensure compliance with new accounting standards, laws, ordinances and regulations.

Manage and review the accounting system of the City and new financial computer applications to insure data integrity and effective internal control; and compliance with generally accepted accounting principles

Coordinate activities with other City departments and outside agencies, negotiate and resolve sensitive issues. Respond to and resolve citizen inquiries and complaints.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Generally accepted accounting principles, including government accounting and auditing; appropriate budgetary controls; principles and application of computerized accounting systems; principles and practices of management and supervision.

Ability to: Prepare timely and accurate financial reports; analyze accounting systems and internal control procedures, recommend changes for improvement, and implement approved changes; communicate effectively, both verbally and in writing; prepare computer spreadsheets, narrative reports and presentations; supervise and coordinate the work of subordinate personnel; set goals and objectives for the work unit and ensure that they are carried out; develop performance criteria for the work unit and use the information collected to improve efficiency and effectiveness; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: At least five years of increasingly responsible experience in accounting work, including three years of municipal accounting, supervisory responsibility and computer spreadsheet preparation.

Education: Graduation from college or university with major work in accounting, finance, business administration, or related field. A CPA certificate and/or Master's Degree is desirable.

License: Possession of a valid Class C California Driver's License.