CITY OF NEEDLES
POSITION DESCRIPTION

Position Title: Finance Manager **Job Classification:** Full-Time Salary
Department: Finance **Position Wage Range:** (148) $84,760 - $108,160

Position Summary

The Finance Manager serves as a key member of the Finance Department and supports the City's financial operations and organizational goals. Under the direction of the Director of Finance and Administrative Services, or designee, the incumbent assists in administering the Finance Department and supporting the City's and departmental missions, organizational values, and strategic objectives. This position evaluates financial information and conducts strategic financial analyses and reporting, including profit and loss balance sheets, cash flows, and any other related financial statements or activities.

The incumbent is expected to exercise considerable judgement, initiative, and professional skills in finance administration and demonstrate knowledge of municipal government while possessing the ability to coordinate multiple projects, deadlines, and tasks simultaneously.

ADMINISTRATIVE DUTIES

- **Managerial:** This position consists of management responsibilities (coordinating and monitoring the work of others) and assists the Director in planning, directing, organizing, administering, and supervising the daily operations of the Finance Department.
- **Budgetary:** This position has responsibility in assisting the Director with budgeting including reviewing, reconciling, monitoring, and adjusting budgets. The incumbent is responsible for maintaining an in-depth knowledge of operational and capital budgets to support forecasting and financial planning.
- **Strategic Planning:** This position has strategic planning responsibilities and carries out day-to-day activities to reach the stated goals and objectives, including evaluating and implementing internal controls.
- **Policies/Procedures:** This position has responsibility for providing input and implementing policies and procedures.
- **Compliance:** This position has responsibility for ensuring compliance requirements are met for financial reporting and budgetary statutes.

EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY):

- Works with internal division managers and supervisors to assist with financial questions, analysis of data, and providing department level specific solutions.
- Analyzes the completeness and accuracy of a variety of reports and transactions.
- Prepares and assists with treasury management function and cash flows analysis.
- Prepares adjusting journals; performs month end and year end close of books.
- Complies with financial reporting requirements as they relate to federal, state, and local grant requirements and documents are presented in accordance with established accounting standards set by GAAP, GAAS, GAGAS and GASB.
- Provides excellent customer service to both internal and external customers.
- Performs Finance related duties, assigned including duties of any finance position.
- Reviews of general ledger accounts to ensure proper reporting of financial information in accordance with established accounting practices and rules.
- Assists in developing, implementing, and maintaining internal controls and accounting procedures.
- Assists in oversight of Capital and Operational Budget preparation, Annual Comprehensive Financial Report (ACFR) assignments and general work assignments without direct supervision.
- Assists in coordinating the annual independent financial audit related audit schedules.
- Implements and maintain established standards and City deadlines on complex projects. Ability to adhere to, interpret and apply policies, principles and standards.
- Interprets, enforces, and ensures compliance with Federal, State, and governmental standards laws, rules and regulations related to all areas within the Finance Dept.

- Works effectively in a team-based environment requiring problem solving skills, creative solutions to financial issues, and the ability to achieve project goals while providing a high level of customer service.
- Supervises assigned Finance personnel, including assigning work, providing training, evaluating performance, and ensuring the timely completion of departmental objectives.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Finance, Accounting or closely related field.
- Five years of professional finance or accounting experience at a supervisory level or higher.
- Three years of governmental accounting and/or budgeting.
- Experience in complex financial reporting, budgeting, and fiscal analysis.
- Or any combination of education, experience, and training equivalent to the above minimum requirements
- Required to pass a pre-placement drug screen, physical and background investigation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (ILLUSTRATIVE ONLY)

- Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.
- Presentation Skills: Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to solve problems involving several variables in a systematic way effectively and efficiently.

DESIRED EXPERIENCE AND TRAINING

- Demonstrated experience managing a finance department.
- Demonstrated experience performing highly complex finance work.
- Master's Degree preferred in Finance or Accounting or closely related field.
- CPA, CGFM, CGFO, other finance and/or accounting designation desired.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close and intermediate vision.
- The noise level in the work environment is usually quiet to moderate.