

## **DEPARTMENT FINANCE MANAGER**

### **JOB PURPOSE AND SUMMARY**

To supervise and manage personnel within the Finance section of the assigned department. To manage, plan, and coordinate the financial activities of the department, including budget development, accounting, and to oversee the department's budget; to provide financial coordination activities with other departments, divisions and outside agencies and to provide highly responsible and complex financial analysis and budget assistance to the department staff.

Receives general direction from the assigned department Director.

Exercises direct supervision over professional, technical and clerical staff.

**KEY OR TYPICAL TASKS AND RESPONSIBILITIES** - Duties may include, but are limited to the following:

- Coordinate the organization, staffing, and operational activities for the finance section, including payroll, accounting, information systems and grants, and budget management.
- Participate in the development and implementation of financial and budgetary goals, objectives, policies, and priorities for the division and the entire department; identify resource needs; recommend and implement policies and procedures.
- Select, train, motivate and evaluate section personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Develop, prepare, and participate in the implementation of short- and long-range financial plans.
- Coordinate and participate in the development of the department budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of expenditures; recommend adjustments as necessary.
- Establish procedures for funding risk management programs; allocate costs to appropriate divisions.
- Provide complex financial and service delivery analyses and information to the department staff via continued enhancement and development of department management information systems; oversee the development of equipment, utility and service unit rates.

- Coordinate activities with those of other departments, divisions and outside agencies and organization in the area of finance, budget and grants administration; provide staff assistance to the department Director; prepare and present staff reports.
- Attend and participate in professional group meetings; to stay abreast of new trends and innovations in financial reporting; to develop and present comprehensive computerized departmental monthly budget reports.
- Participate in the development of budgets for competitive grant proposals and for use in the solicitation, selection and contracting of services.
- Participate in contract negotiations with service providers, including contract development, negotiation and agreement; direct the annual monitoring of contracted services.
- To develop a yearly computerized departmental budget; conduct operational and financial audits as required; work with the County Auditor's office to effectively coordinate finance, budgetary and grants management matters; oversee the preparation and management of the department budget at the direction of the Director.
- Provide direct staffing assistance to the Director and other division managers in the review, analysis, and reporting of financial and service delivery information; coordinate finance activities with other divisions and to meet with department staff to identify and resolve problems.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Experience and Training Guidelines:**

- Five years of increasingly responsible accounting or finance experience, including two years of supervisory responsibility.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, or a related field.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

**Knowledge of....**operational characteristics, services, and activities of administration; modern and complex principles and practices of financial forecasting; principles and practices of general and fiscal operations; principles and practices of risk management; automated system capabilities and limitations, including microcomputer applications; sources of revenue to fund governmental services; principles of budget preparation and control; principles of supervision, training, and performance evaluations; pertinent Federal, State, and local laws, codes, and regulations.

**Ability to....**plan, organize, and administer financial and accounting programs and services; analyze and interpret financial and accounting records; prepare complex financial and accounting records; prepare complex financial statements, reports and analyses; design and install accounting and record keeping systems; select, supervise, train and evaluate staff; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work, including a variety of County and other government officials, community groups, and the general public.

Office use: 6/20/00