



City of Blue Lake

Finance Manager

Job Description

(Wage Range: \$28.27-\$40.31)

Definition: Under the general direction of the City Manager, performs, oversees, manages, and supervises assigned functions within the Finance Department, including utility billing, accounts payable and revenue collection, licensing, payroll, and cashier/customer service; assists the City Manager and the City Accountant with general ledger, budget control, and other assigned accounting/budget related duties; performs all other related duties as assigned.

DESCRIPTION OF FINANCE MANAGER DUTIES:

This position is responsible for overseeing, managing, supervising and participating in the department's day-to-day administrative functions, including utility billing, accounts payable and revenue collection, licensing (i.e., dog and business), payroll, and cashier/customer service. This position is also responsible for assisting the City Accountant and City Manager with general ledger, budget control, and other assigned accounting/budget related duties.

The work is performed under the supervision and direction of the City Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over assigned staff

RESPONSIBILITIES OF THE FINANCE MANAGER:

- Oversees, manages, supervises, and participates in assigned operations of the Finance Department, including utility billing, accounts payable and revenue collection, business licenses, dog licenses, payroll, and cashier/customer service.
- Assigns, schedules, supervises, and reviews the work of assigned staff, including providing training, feedback, and direction, conducting performance evaluations, working with employees to correct deficiencies, and implementing disciplinary procedures.
- Coordinates and supervises city-wide payroll system and related benefit functions, including accurate preparation of payroll, filing of all state and federal payroll reports and employment taxes, and preparation and reconciliation of year-end W2

forms; reconciliation, reporting, and payment of employee benefit programs, including medical, dental, vision, life insurance, and retirement.

- Gathers data required for tax returns, calculates taxes owed and prepares tax filings, including sales tax, and other related monthly, quarterly, and annual filings.
- Performs general ledger, budget control, and other assigned accounting/budget related duties, including processing journal entries; reconciling accounts and balances with the general ledger; investigating and resolving discrepancies and making necessary adjustments; preparing and posting allocation and corrective journal entries, and various expenditure and revenue journal entries; and preparing a variety of financial statements and reports for Federal, State and other outside agencies.
- Evaluates operations and activities of assigned systems and procedures; recommends improvements and modifications; participates in policy development, budget development and implementation.

REQUIREMENTS:

Knowledge of:

Applicable Federal, State, and local laws and regulations; principles and practices of governmental financial operations, accounting, and budgets; financial information systems and accounting software, including MIP Fund Accounting Software; familiarity with applications used in accounting, budgeting, and payroll; demonstrated knowledge of CalPERS, and reports required by the State Controller's Office; methods, practices, and techniques used in financial and statistical research, analysis and record keeping; principles and practices of employee training and supervision; modern office procedures, methods and equipment including computers; advanced uses of spreadsheet, word processing, database and other software applications to create documents and materials requiring the interpretation and manipulation of data; applicable mathematical functions and analysis; principles, practices and techniques of record keeping, including the use of data processing information storage; English usage, grammar, spelling, vocabulary, and punctuation; techniques for dealing effectively with those contacted in the course of work, both in person and on the telephone

Ability To:

Organize, implement, supervise, and manage a variety of governmental finance operations and activities; interpret and explain applicable regulations, policies, and procedures; prepare and maintain a wide variety of financial data, accounting records, and financial reports; perform financial analyses and budget projections; train, supervise and evaluate the work of others; recommend and develop policies and procedures related to assigned operations; develop and implement financial system modifications; verify the accuracy of financial data and information; discern and resolve financial discrepancies; research, read, understand, interpret, apply, and explain a wide variety of materials, including legal code sections, technical guidelines and other policies and procedures; perform data entry with a high degree of speed and accuracy; maintain confidential information; reconcile and

balance records and reports; understand and follow oral and/or written policies, procedures, and instructions; operate a personal computer using standard and customized software applications appropriate to assigned tasks; analyze numerical and statistical data; perform accurate mathematical computations quickly; prioritize work to be able to perform a variety of duties and responsibilities with accuracy under the pressure of time sensitive deadlines; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION, EXPERIENCE & LICENSES:

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:

Education/Experience:

- Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field; and
- At least four (4) of progressively responsible experience in governmental finance activities, including utility billing, accounting, revenue collection and/or payroll; and
- At least one (1) year of supervisory experience
- Specialized training and/or certifications relating to the established job duties may be considered

OTHER REQUIREMENTS:

- Valid California Driver's License with satisfactory driving record
- Must be able to pass a pre-employment screening

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle and to visit various City 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 in work areas 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 necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

STATE OF CALIFORNIA DISASTER SERVICE WORKER: GOVERNMENT CODE SECTION 3100-3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers.