

CITY OF FOLSOM

FINANCIAL SERVICES MANAGER

DEFINITION

Under general direction, responsible for ongoing accounting operations and financial management for all funds including general fund, capital projects fund, trust and agency funds, and special revenue funds.

SUPERVISION EXERCISED

The Financial Services Manager is a single position class in which the incumbent is expected to perform the full scope of professional accounting and supervisory duties, and exercise direct and indirect supervision over lower level managerial, professional, technical and clerical personnel. This classification acts as Director of Finance in the Director's absence.

EXAMPLES OF ESSENTIAL DUTIES

The following are duties performed by employees in this classification. Duties listed are not meant to be all-inclusive. Other duties may be required as assigned.

- Assist the Director in the compilation, presentation, and execution of the City's operational and capital budgets including the review and analysis of expenditures, the monitoring of revenues, and the preparation of expenditure and revenue projections.
- Review and analyze departmental operating budgets, CIPs, and strategic plans for appropriateness, impact, cost effectiveness, and conformity to the City's priorities, policies, and strategic goals.
- Identify and evaluate funding options for capital projects and operational programs.
- Design and implement an appropriate asset allocation plan for City investments.
- Prepare and analyze cash flow statements.
- Review departmental agenda items for appropriateness, impact, cost effectiveness, and conformity to the City's budget, priorities, and strategic goals.
- Provide consulting services to departments regarding a variety of issues, including budget and CIP preparation, strategic planning, work plans, benchmarking, fiscal administration, program analysis, and policy development.
- Prepare the Comprehensive Annual Financial Report (CAFR), and various other operating statements, and accounting and financial reports.
- Supervise month-end and year-end closing processes; prepare and review monthly financial statements; oversee various audits by external auditors.
- Recommend revisions of financial policies and procedures, account classifications and statements, prepare balance sheets, bond schedules and other financial statements and reports.

- Make recommendations to the Director of Finance regarding short term and long term investments and strategies to maximize the City's earnings.
- Analyze federal and state grant programs for budgetary and financial impacts.
- Maintain financial control over subsidiary accounts.
- Plan, assign, oversee and review work of assigned professional staff.
- Establish performance expectations, conduct performance evaluations, and facilitate employee training and development needs.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles and practices of municipal government accounting, auditing and budgeting; sources of revenue and revenue forecasting, and grant accounting.
- Federal, state, and local laws and regulations governing City finance administration, including GAAP and auditing as applied to GASB.
- Principles and practices of supervision, training, discipline, and performance evaluation.
- Theory and principles of statistics and its practical applications.
- Strategic work plans and program evaluation.
- Benchmarking techniques and indicator development and tracking.
- Principles and practices of automated financial accounting and reporting systems.
- Standard office practices and procedures; office equipment, including computers and applicable word processing, spreadsheet, and database software.

Ability to:

- Develop and analyze balance sheets, long term financial models, capital financing plans and make detailed and accurate forecasts.
- Design, develop, and administer comprehensive financial, accounting and purchasing programs which meet the needs of various City departments.
- Perform work with considerable independent judgment and action subject to the requirements of applicable laws, rules, regulations and established procedures.
- Describe and interpret various financial and accounting data to non-financial individuals and the general public.
- Understand and apply laws, rules, and regulations to budgeting and financial transactions.
- Supervise, train, discipline, and evaluate subordinates.
- Prepare clear and concise written reports and correspondence.
- Effectively communicate verbally and in writing.
- Operate standard office equipment including a computer and applicable word processing, spreadsheet, and database software.

- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

A bachelor's degree in accounting, finance, or a closely related field from an accredited college or university.

Experience:

Five (5) years of full-time increasingly responsible experience in governmental finance and budgeting including two (2) years of supervisory responsibility.

Desirable Qualifications:

A master's degree in business, accounting, or public administration is highly desired, and a CPA is strongly preferred, but not required.

License, Certificate, Registration Requirements:

Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office setting and requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Established: July 2010
Barg Unit: Exempt Confidential
Probation: 12 months