



Financial Services Manager

Department/Division:	Finance
Reports To:	Director of Finance
Provides Direction To:	Assigned Finance Department Divisions
Bargaining Unit:	Unrepresented
Exemption Status:	Exempt
Civil Service Status:	Non-Classified (At-Will)
Date Prepared:	March 13, 2021
Date Revised:	

GENERAL PURPOSE

Under the direction of the Director of Finance, plans, manages, and controls the activities of the Finance Department, which may include budgeting, fund balance management, revenue services and purchasing functions; participates in budget planning processes in supporting the Executive Management Team; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Financial Services Manager has broad accountability for general services and budgeting functions and is distinguished from other managerial and supervisory positions in the department by its responsibility for department-wide activities and goal setting, greater knowledge of budgeting, revenue services, financial, and level of staff supervision. The Financial Services Manager is differentiated from the Financial Controller, which has the responsibility for Accounting, General Ledger, Payroll, Accounts Payable and Purchasing.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Oversees various finance department functions, including but not limited to budget, revenue services, grants, projects and/or purchasing.
2. Assists the Director of Finance with the planning, development, and follow through of departmental activities, and leads staff members in achieving goals and objectives.
3. Leads, plans, manages and evaluates the work of finance department staff in order to develop and complete daily activities, work plan items, long-term strategic initiatives, and technical compliance and reporting functions, including the budgeting, revenue services and purchasing functions.
4. Evaluates, develops, and implements financial policies and procedures, with a focus on achieving efficiency, automation, and appropriate financial oversight.

ESSENTIAL FUNCTIONS (continued)

5. Manages the development of the City's annual budget and oversees the City's grants in conjunction with related departments.
6. Manages the City's investment portfolio with includes: monitoring market conditions, making recommendations, report writing and performing investment related functions.
7. Prepares reports and interfaces with Finance Subcommittee and City Council; represents the City in public meetings; writes and maintains financial reports and presentations.
8. Monitors the City's fund balances; analyzes revenue and expenditures to determine status of the City's finances; and ensures that the City's fiscal operations are consistent with the financial industry's best practices and accepted public finance standards.
9. Oversees the development and creation of the operating budget; assists in the creation and review of the Comprehensive Annual Finance Report (CAFR); prepares financial charts and statements; and works with department personnel on audits.
10. Coordinates and leads the implementation of new financial systems/applications and upgrades throughout the Department; provides technical training to support staff as needed.
11. Collaborates with other departments on projects and goals, which have significant financial impact.
12. May compile financial analysis for bonded projects, debt service and financing.
13. Provides assistance with the costing analysis with City labor groups' Memoranda of Understanding (MOU).
14. May be required to act on behalf of the Director of Finance in their absence and performs other related duties, as assigned.

MINIMUM QUALIFICATIONS GUIDELINES

Knowledge of:

Modern practices of public finance administration including municipal accounting, taxation and revenue management; Brown Act and other laws, regulations, ordinances, and policies governing financial management; Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board pronouncements, and GAAFR (Governmental Accounting, Auditing and Financial Reporting) standards; municipal budgeting practices; contract management principles; principles and practices of governmental purchasing; budgeting and purchasing practices and procedures; uses, capabilities, and applications of information and telecommunications systems and hardware; principles of employee supervision and evaluation.

Ability to:

Plan, organize, manage, and evaluate finance and purchasing operations; formulate, analyze, and present financial reports; select, train, supervise, evaluate, and discipline employees; operate computer hardware and modern office equipment; use word processing, spreadsheet, and accounting software programs; originate and institute accounting policies and controls; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, contractors, consultants, auditors, vendors, City officials, and others during the course of work.

Education/Training/Experience:

Bachelor's Degree from an accredited four-year college or university with a major in Accounting, Finance, Business Administration, or a related field is required. A minimum of six (6) years of responsible experience in accounting or financial experience is required, with at least four (4) years in Governmental Accounting or Public Finance experience, including at least three (3) years in supervisory, managerial or policy-making capacity. A Master's Degree in Accounting, Business Administration or a related field, or Certified Public Accountant (CPA) designation is highly desirable.

Licenses/Certificates/Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to complete projects and attend meetings.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve

problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities, work on multiple assignments and projects concurrently and meet deadlines given interruptions; interact appropriately with staff, management, City officials, vendors, contractors, consultants, public and private representatives, and others in the course of work.

WORK ENVIRONMENT

The employee works in an office with controlled temperature settings.