

CLASSIFICATION PLAN

Job Description

FINANCE MANAGER

DEFINITION:

A permanent position in which an employee assists the Executive Director in the performance of a variety of professional administrative and highly technical duties in District financing and accounting, and the maintenance of all accurate and true financial records of the District in conformance with appropriate federal, state and local laws.

SUPERVISION AND GUIDELINES:

Work is performed under administrative directive of the District office, with minimal supervision required. Work priorities and work assignments are established by the executive director and through general policy and executive direction from Board of Directors when needed.

SUPERVISOR EXERCISED:

The employee is responsible for the finance and accounting division of the department and acts as direct supervisor to those employees within this division.

EXAMPLES OF WORK PERFORMED:

Under administrative directive, performs both professional supervisory and administrative related duties, in addition to performing highly technical accounting and financial duties. Employee is responsible for administrative oversight of the District's accounting operation system, the maintaining all financial records, financial planning, forecasting, and analysis, property record management, employee payroll, accounts payable and purchasing. He/She performs additional tasks as it relates to setting fiscally responsible policies and procedures, coordinating, reporting, developing reports, studies, action plans, and administrative controls in the area of finance, such as: designing diagrams, charts, models within the division. Duties also include the compilation of current expenses and capital estimates for the budget and assisting the Executive Director in the budgetary process.

DISTINGUISHING CHARACTERISTICS:

This is a highly advanced, administrative and technically skilled position with the responsibility for all District funds and financial matters. Position also requires for the employee to be acting in a supervisory and decision-making capacity. Extensive knowledge of business and/or government accounting principles including accounting, computer technology, supervisory or administrative background, interpersonal and human relations - work related skills is also required.

MINIMUM OUALIFICATIONS:

1. A bachelor's degree in accounting, finance, or related field from an accredited institution.
2. At least two (2) years' experience in accounting, finances, or related field.
3. At least two (2) years' experience in a supervisory or administrative position.
4. A Valid Class C Driver License.
5. Citizen of the United States or valid alien work status documents pursuant to the Federal Immigration law is required.
6. Extensive knowledge in accounting principles and computer technology.
7. Knowledge in the art of human relations, interpersonal. working relations.
8. General knowledge of grants and program administration, record keeping and accounting.
9. Ability to plan and organize work effectively; to present information clearly and concisely, orally and in writing; to establish effective and tactful working relations with individuals of diverse levels of interest and backgrounds, associates, and the public.
10. General knowledge of the organizational structure of the Transit District and its relationships to the requirements of applicable federal, state, and municipal laws in the field of municipal financial accounting and reporting.
11. Bilingual proficiency in English and Spanish languish is desirable.

ESSENTIAL DUTIES AND RESPONSIBILITES:

Under administrative directive, the employee is responsible for administrative oversight of the District's accounting and financial operations and systems control. He/She performs additional tasks as it relates to setting fiscally responsible policies and procedures, coordinating, reporting, developing reports, studies, action plans, and administrative controls in the area offmance, such as: designing diagrams, charts, models within the division to simplify, facilitate, and educate city elected officials, department heads, and the public of the city finances. Duties also include the compilation of current expenses and capital estimates for the budget and assisting the Executive Director in the budgetary process.

1. Performs both professional supervisory and administrative related duties and oversight of the District's finance division within the finance department and is responsible for overseeing those employees within the division.
2. Oversees that all financial records, reports, journal postings, and that all statutory treasurer related duties and prescribed District policies are adhered to including accounts payable, posting of journals, preparation of monthly and quarterly reports on revenue and expenditures.
3. Oversees that accurate and true property and financial record management are maintained.
4. Oversees that accurate and true employee payroll records and procedures are kept and maintained.
5. Oversees that employee personnel records are maintained and kept current as to salary and benefits modifications.
6. Undertakes financial planning, forecasting, research and analysis, and develops extensive reports, studies, and action plans for the overall purpose of simplifying and informing individuals of the District's current financial conditions and possible financial options.
7. Maintains professional working relationships with federal, state, and local entities, and groups to assure that the District's accounting and financial responsibilities undertaken in a professional, and efficient manner.
8. Engages in such activities as meetings, teleconferences, conferences, presentations, and expositions to promote, advocate, or present on behalf of the District the project(s) at hand.
9. Designs and implements project/grant administrative controls, such as: designing diagrams, charts, models, and undertaking specific analysis to assure success.
10. Makes presentations of projects to diverse groups and entities, coordinates and provides crucial information to Executive Director of project status, reports, proposals, etc. prior to meetings involving special projects.
11. Plans, sets, coordinates, and performs follow-up work of meetings involving interested parties, which may include elected officials, agency representatives, individuals from the public sector, and the public to promote and undertake special projects.
12. Implements innovative technology that aids in the effective and efficient operations of the division.
13. Implements official requirements imposed from the office of the state auditor, the Department of Finance Administration, and addresses any audit finding to assure District meets compliance.

WORKING CONDITIONS:

Work is performed in an office type setting, but extensive travel and field work is required. May be required to attend monthly District meetings; additional evening and weekend work may be required. May be required to attend related seminars and schools. Work is performed under strict deadline situations and responsibility for ensuring that work is performed in accordance with the appropriate laws of the federal, state, and city government.

This position is subject to grant and general funds programmed annually.