



## EMPLOYMENT OPPORTUNITY

### Finance Manager

### Finance Department

Salary: \$6,076 monthly / G17 / Step 1

Filing Deadline: 5:00 PM, Friday, April 14, 2023

*The City of El Centro is seeking to fill a vacant full-time position of Finance Manager in the El Centro Finance Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above.*

**Summary:** Under administrative direction, plans, organizes, and supervises the activities of the Finance Department; monitors the accounting functions of the City, including the general ledger, payroll, accounts payable, accounts receivable, fixed assets, and grants; performs professional accounting work; performs related responsibilities as required.

**Distinguishing Characteristics:** This position reports to the Finance Director and provides direct and indirect supervision over the professional, supervisory, technical, field and clerical staff of the Finance Department.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans, organizes, and supervises the activities of the Finance Department.
- Assists in developing and implementing various systems and procedures to meet departmental goals, objectives, policies, and priorities; researches and recommends improvements in accounting practices and financial data processing systems.
- Assists in the preparation of the City's annual budget; assists in reconciling monthly budget reports.
- Prepares, reviews and coordinates the preparation of monthly, annual and state required financial statements and reports; completes various state, county and federal financial reports.
- Coordinates the annual independent audit of the City and Redevelopment budgets with outside auditors; oversees data preparation, presents supporting schedules and accounting data and serves as a resource person throughout the audit phase
- Manages daily cash flow and debt service to ensure that sufficient funds are available for City disbursements; tracks incoming revenues, effect inter-fund transfers and monitor accrued interest.
- Assumes responsibility for accounting work relative to City grants; develops and implements relative policies and procedures, as well as, monitors various redevelopment grants and programs.

- Supervises the general accounting activities of the Finance Department.
- Oversees City's purchasing function and approves purchase orders; reviews warrants, general and subsidiary ledgers, purchase orders, and service contracts to ensure accuracy; maintains depreciation schedules.
- Plans, organizes, supervises and participates in various aspects of the financial services responsibilities, including but not limited to investments, payroll preparation, daily cashiering, utilities service billing and collections, business licenses and central records activities.
- Respond to a variety of technical inquires and complaints relating to City's financial activities; maintains positive public relationship.
- Plans, conducts and coordinates various special studies or projects as directed.
- Supervise, train and evaluate professional, supervisory, technical, field and clerical staff.
- Performs related responsibilities as required.

The preceding activities have been provided as examples of the types of work performed by the positions assigned to this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.

## **QUALIFICATIONS GUIDELINES**

### **Education/Experience/Training:**

#### **REQUIRED:**

- Five (5) or more years of progressively responsible professional experience in revenue management, budgetary and accounting analyses, and computerized financial systems.
- Two (2) years of fund accounting related experience.
- Two (2) years of experience in a supervisory capacity.
- Educational attainment equivalent to a Bachelor's degree with a major or specialization in accounting, finance or related field.
- The City will follow any vaccine and testing regulations imposed by state and/or federal government.

### **Special Requirements:**

Possession of a valid Class C California Driver License and an acceptable driving record.

### **Knowledge of:**

- Principles and practices of general and governmental accounting, budgeting and computerized financial management systems.

- Principles and procedures of budgetary accounting.
- Principles and practices of general ledger accounting.
- Revenue management and daily cash investment procedures.
- Research and reporting methods.
- Principles and practices of supervision, training and evaluation.
- Computer hardware and software systems.

**Skills & Abilities:**

- Operate a personal computer and related software to perform accounting, finance, spreadsheet operations and data base software applications.
- Independently research budgetary, financial and accounting data to recognize variations and project revenue and expense trends.
- Prepare clear, concise and accurate accounting reports, schedules and executive summaries.
- Review and reconcile inter-departmental budgetary data.
- Manage daily cash flow and financial investments in accordance with City standards.
- Communicate effectively orally and in writing.
- Establish and maintain effective relationships with staff, departmental representatives, management, executives, auditors and elected representatives.
- Train, supervise, coordinate and evaluate the work of departmental staff.

*If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.*