



CITY OF BANNING, CALIFORNIA

Finance Manager

Job Code: 1115
Salary Range: 87

FLSA Exempt Non-Exempt

JOB DEFINITION: Under general direction of the Administrative Services Director, plan, organize, direct, and supervise the personnel and general administrative activities of the Finance Division, including maintenance of general and subsidiary ledgers, accounts receivable, accounts payable, payroll, and business license; to assist with the preparation of the City's annual budget, capital improvement program and administration of the City's debt portfolio; to provide accounting services and instruction to other City departments; and to perform related work as required. The incumbent is designated as confidential and shall be appointed "at-will" and serve at the pleasure of the City Manager.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties 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 duties.*

REPRESENTATIVE DUTIES: Oversee the accounting, budgeting, financial reporting and auditing functions of Finance. Plan, organize, manage and evaluate the work of the Finance activities, including payroll, accounts payable, business licenses, general accounting, and fund accounting. Assist in the development of goals, objectives, policies and priorities. Implement departmental plans and work programs; coordinate and integrate department functions to achieve efficiency and effectiveness; plan and evaluate the performance of assigned staff.

Assist the Director with the preparation and issuance of financial statements and the development of the City's budget. Review and interpret financial policies and procedures. Submit to the City Council through the City Manager a monthly statement of all receipts and disbursements to show the financial condition of the City. Supervise external audit activities, including coordinating and assisting the City, RDA Successor Agency, transit and other audits. Prepare cost estimates of salary and benefit packages for labor negotiations. Supervise and assist in the reconciliation of bank statements and other financial records. Maintain records of all City debt including adherence to bond and loan requirements and timely debt service payments. Supervise and assists with monthly and year-end general ledger closing process. Perform the annual Appropriations Limit (Proposition 4 Gann Limit) calculations derived from City and State data. Monitor and review general ledger accounts, budget items, donation accounts, short term loans, property taxes, RDA Successor Agency revenues and pass through moneys, and grant tracking.

Research and resolve departmental problems, discrepancies and/or reconciliation processes. Prepare request for proposals (RFP's) and contracts for the Finance Department. Assist with procedural changes in fixed asset accounting, including additions, deletions and depreciation. Assist with office coverage including preparing letters and correspondence, proofreading, reports, and replying to information requests. Attends committee and professional group meetings.

Performs other duties as assigned or required.

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KNOWLEDGE and SKILLS:

- Knowledge of principles and practices of general and municipal government accounting and auditing.
- Knowledge of laws regulating public finance and fiscal operations, including GASB 34 and other GASB pronouncements.
- Knowledge of accounting, banking and financial record keeping and reporting principles and procedures.
- Knowledge of budget monitoring and reporting techniques.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands to meet deadlines.
- Skill in communicating clearly and concisely, both orally and in writing.
- Skill in analyzing and interpreting financial and accounting records.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in supervising, training and evaluating subordinate personnel.
- Skill in preparing complex financial statements, reports, and analysis, including the City's Comprehensive Annual Financial Report and other State and Federal reports.

MINIMUM QUALIFICATIONS: A Bachelor's degree from an accredited college or university in Accounting, Business Administration or related field **AND** five (5) years of increasingly responsible professional accounting, public finance or auditing experience, including a minimum of two (2) years of supervisory experience.

ADDITIONAL REQUIREMENTS: May be required to work outside the traditional work schedule.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

- Ability to work in a standard office environment;

- Regularly required to talk or hear. Required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

- The employee is occasionally required to climb or balance and stoop, kneel, crouch, crawl, or twist; lift, drag and push files, reports or other materials.

- The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.