

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: FINANCE MANAGER**

**DEPARTMENT: FINANCE**

**BASIC FUNCTION:**

Under general direction, plans, organizes and directs the activities of divisions or functions within the Finance Department. Administers and coordinates the preparation and execution of services or functions within area of responsibility; serves as a member of the department's management team and performs related duties as required.

**KEY RESPONSIBILITIES:**

Plans, supervises and reviews the work of staff responsible for financial services or functional areas. May or may not supervise direct reports.

Coordinates assigned operational services and activities within the city and outside agencies and organizations.

Participates in intermediate and long-range financial planning strategies, city goals and objectives.

Analyzes, identifies and implements service delivery methods and procedures for improving operations, and internal controls.

Develops and implements new procedures to comply with changes in policy or new legislation.

Recommends, administers and monitors assigned budgets, year-end requirements and applicable municipal codes.

Ensures research and response to public and employee inquiries and complaints relative to city policies and procedures within areas of responsibility.

Advises Finance Director on budgetary, financial or other departmental matters.

Interprets, communicates and presents technical issues related to the department's functions.

Prepares, audits and supervises the distribution of all financial reports.

Ensures selection, training, motivation and general supervision of assigned finance staff.

Represents the Finance department and/or city at various professional events.

Performs related duties and responsibilities as required.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Principles and practices of administration, budgeting and analysis.
- Principles of supervision, training and performance management.
- Modern and complex principles and practices of municipal finance and accounting.
- Automated financial management systems.
- Pertinent Federal, State and local laws, codes and regulations.
- Government accounting principles and practices.
- Broad range of technical and non-technical knowledge of financial issues and specific area of responsibility.

### **Ability to:**

- Learn and utilize automated financial information systems.
- Interpret and analyze implement financial information, goals and objectives, procedures, work standards and internal controls.
- Audit and analyze accounting systems and procedures to determine compliance with applicable laws, regulations and policies.
- Make formal and informal presentations.
- Research technical resource information and data.
- Communicate and assimilate information consistent with the essential job function.
- Utilize independent reasoning to solve complex problems within broad policy guidelines and make sound decisions.
- Work irregular hours to meet deadlines and achieve objectives.
- Work and coordinate the work of others in a multi-task environment.
- Utilize office equipment.
- Integrate electronic system information.
- Implement essential functions of the position.

## **EXPERIENCE AND EDUCATION:**

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include:

A bachelor's degree from an accredited college or university in accounting, finance, economics, public administration, business administration or a closely related course of study, and three to five years of professional-level experience within a large accounting or finance department.

One to two years of supervisory experience within a large accounting or finance department.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: June 22, 2010