

CITY OF REDWOOD CITY FINANCIAL SERVICES MANAGER

DEFINITION

To assist and participate in planning, directing, organizing, and coordinating the Finance Department's operations, manage selected departmental operations including Accounting operations and provide highly responsible technical, and professional staff support.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Financial Planning.

Responsibilities may include direct and indirect supervision of professional, technical, and clerical personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Prepare a variety of technical analyses regarding City expenditures and revenue projections.
2. Assist in developing financial plans.
3. Play a leadership role with management and staff to improve accounting and related department procedures and systems.
4. Manage accounting operations and oversee the automation of accounting applications.
5. Coordinate the year-end closing process.
6. Assist the Director in the review of departmental budget requests during the annual budget preparation process.
7. Coordinate preparation of the Finance Department Budget with department management staff.
8. Prepare a variety of material, summary charts, and recommendations regarding City's annual budget.
9. Oversee preparation of City's Comprehensive Annual Financial Report and other financial reports.

**CITY OF REDWOOD CITY
FINANCIAL SERVICES MANAGER (Continued)**

10. Assist in administering and coordinating the investment of idle funds for the City, Port of Redwood City, South Bayside Systems Authority, and the Redevelopment Agency.
11. Develop and implement investment policies and procedures, making changes as appropriate.
12. Administer franchise agreements for solid waste collection and cable television.
13. Assist City staff in labor negotiations.
14. Direct internal audits as needed.
15. Assist in the administration of the City's property insurance and general liability risk management program, including working with outside adjusters, developing, implementing and improving procedures, contracts, and programs as needed.
16. Assume responsibilities of the Director of Finance in the Director's absence.

OTHER JOB RELATED DUTIES

1. Perform special projects and other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods, and techniques used in budgeting and governmental accounting, including Generally Accepted Accounting Principles (GAAP).

Laws, statues, ordinances, regulations, and requirements of municipal finance and investment of public funds.

Statistical analyses as it applies to assigned work.

Technical report preparation and presentation methods and techniques.

Contract administration and negotiation methods and procedures.

Computer based accounting systems, including electronic spreadsheets and word-processing programs.

Principles and practices of effective leadership and supervision.

CITY OF REDWOOD CITY
FINANCIAL SERVICES MANAGER (Continued)

Ability to:

Oversee the automation of accounting applications.

Plan, develop and implement a comprehensive program of loss control and risk management.

Perform a variety of technical functions relating to the investment of public funds.

Negotiate and administer a variety of contracts as assigned.

Prepare, administer and monitor a budget involving numerous funds, revenue sources, expenditure categories.

Prepare costing analysis for various special projects, including labor negotiations.

Plan and oversee preparation of the Comprehensive Annual Financial Report.

Prepare and present, at public meetings, technical staff reports involving one or more aspects of the City's overall financial system.

Evaluate the effectiveness of current systems and if needed, develop and implement goals, policies and priorities relating to financial management.

Analyze financial information.

Meet appropriate physical and mental demands necessary for adequate job performance.

Respond quickly and accurately to requests for information from sources both inside and outside the organization.

Communicate clearly, both orally and in writing, and interact with a variety of people, using team building skills and proactive communication.

Skill to:

Operate modern office equipment, including computer equipment.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying . A typical way to obtain the knowledge and abilities would be:

Experience:

**CITY OF REDWOOD CITY
FINANCIAL SERVICES MANAGER (Continued)**

Five years of increasingly responsible experience in one or more aspects of financial administration and supervision, preferably in local government.

Training:

Equivalent to a Bachelor's degree in business administration or related field. A master's degree in business or related field or C.P.A. is desirable.

License or Certificate:

Possession of a valid California Driver's License.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment.

**CITY OF REDWOOD CITY
FINANCIAL SERVICES MANAGER (Continued)**

**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1.	MAE	9.	SAE
2.	SDE	10.	MAE
3.	SDE	11.	MAE
4.	SDE	12.	OAE
5.	SAE	13.	MAE
6.	OAE	14.	OAE
7.	OAE	15.	MAE
8.	OAE	16.	MAE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: September, 1994

Bargaining Group: Executive Management