

CITY OF MILPITAS  
Effective: July 2012  
EEOC: Administrative  
FLSA: Exempt  
Unit: Unrepresented  
Physical: 1

## FINANCE MANAGER

### DEFINITIONS

Under the direction of the Director of Financial Services, plans, organizes, coordinates and directs the activities of the Operations Division in the Finance Department. Administers and supervises essential financial services including but not limited to issuance of business licenses, meter readings, utility billings, revenue and cash collections, accounts payable, receivables and revenue analysis. Develops, implements and revises accounting systems, procedures, and internal controls; oversees preparation of management and financial reports; coordinates internal and external audit preparation.

### DISTINGUISHING CHARATERISTICS

This classification is an unrepresented management position responsible for overseeing and participating in the development of the City's financial systems, providing financial information and analysis to assist executive management in policy decision making and performing financial operational activities. Provides highly responsible and complex assistance to the Finance Director. Exercises direct supervision over professional, technical and clerical support staff and may act as Finance Director in the latter's absence. The incumbent in this position exercises independent judgment and discretion and is expected to select and put into effect work procedures and practices which will lead to the effective and efficient accomplishment of department goals. It is distinguished from the Financial Services Director in that the latter has overall responsibility for all divisions in the Finance Department.

### SUPERVISION RECEIVED AND EXERCISED

Works under the direction of the Director of Financial Services. Supervises professional, technical and clerical staff. Provides training to assigned staff as required. Incumbents typically work independently and exercise specialized knowledge, skills and abilities in performance of job duties.

**EXAMPLES OF DUTIES**

- Plans, develops, directs, supervises and evaluates staff and performance of the Operations Division in support of general accounting, payroll, accounts payable and receivable, revenue analysis, cash collections and billing functions.
- Provides technical expertise in financial data preparation, administration and analysis, and automated financial information systems.
- Assigns, schedules, prioritizes, coordinates and reviews work activities and determines schedules.
- Establishes, develops, and maintains practices, procedures, and policies for compliance and control in accordance with the Government Code and City policies and procedures.
- Integrates financial and statistical information into a comprehensive financial recording and reporting system.
- Supervises and conducts detailed analysis of existing accounting systems, makes recommendations for revision and implements required changes. Assists in the coordination of the information systems functions to ensure the proper design, testing, and implementation of enhancements and corrections to the City's financial application software.
- Interacts with internal and external audit staff in review of financial systems and controls; oversees implementation of recommended changes of such systems or control procedures.
- Coordinates financial services operations with other city sections, divisions and departments. Conducts training for staff within the department and within other departments throughout the City as required to effectively administer all financial transactions.
- Performs a variety of complex and technical revenue analysis functions and maintains records. Prepares analytical and management reports as required. Directs the preparation of interim and annual financial reports in accordance with generally accepted accounting principles.
- Attends meetings and seminars related to financial service functions and act in the capacity as the resident expert of such functions of the City. Represents the Finance Department on city wide special project teams.
- Sets policies and procedures for the work of professional, technical, and clerical staff engaged in the processing and recording of all financial transactions.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- The theory, principles and practices of accounting and their application to government accounting.
- Modern office practices, procedures, and equipment, including computer-based accounting systems, data processing and systems operation, current software applications and automated accounting methods.
- Fiscal, accounting, and revenue analysis monitoring, financial record keeping and bookkeeping principals and practices.
- Laws, rules, regulations, and ordinances relating to local, state, and federal public finance, and administration.
- Principles and practices of management, supervision, training, and performance evaluation.

**Ability to:**

- Develop and recommend administrative policies, procedures, operations and evaluate their efficiency and effectiveness.
- Apply the City's financial policies and philosophy.
- Interpret and administer City ordinances, local, State, and Federal laws and regulations.
- Establish and maintain financial and accounting systems.
- Analyze complex financial data, draw logical conclusions and make sound, well-structured recommendations.
- Independently carry out complex accounting and auditing work and apply accounting principles and techniques to practical accounting, auditing, and financial problems.
- Develop, prepare and review reports, schedules, and supporting documents that reflect detailed and complex financial and accounting transactions and activities.
- Conceptualize, interpret, prepare, present and explain City, Department, and Division proposals, policies, procedures and reports in a clear and concise manner to coworkers, the Director, and other City management staff.

Ability to:

- Plan, coordinate, prioritize, supervise, train, direct, and evaluate the work of others including reviewing detailed and complex financial and accounting reports. Lead and motivate assigned staff as well as others contacted during the course of work.
- Establish and maintain effective working relationships with co-workers, City management staff, other agencies, community groups, and the general public.
- Communicate clearly and concisely, both orally and in writing.

**EXPERIENCE AND EDUCATION**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years of increasingly responsible experience in governmental accounting and financial reporting; at least two years of supervisory experience. Public accounting experience in the audits of local governments may be substituted for up to two years of governmental accounting and financial reporting experience.

**Education:**

Graduation from an accredited college or university with a Bachelors Degree in Business with major course work in accounting and finance. An advanced degree, such as an MBA with emphasis in finance or accounting, or a CPA certificate is desirable. Such advanced degree or CPA certificate may be substituted for two years of the required experience.

**License or Certificates:**

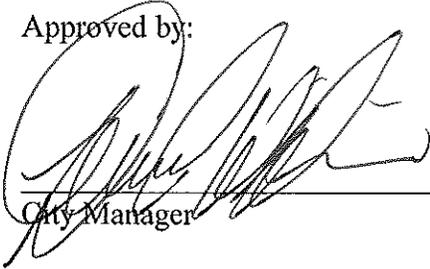
Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California Driver's License and satisfactory driving record is required.

**Special Requirements:** *Essential duties require the following physical abilities and work environment:*

Work is performed indoors, in a standard office environment. Required to sit for long periods of time; talk/ hear, in person, in meetings and by telephone; use hands and fingers to operate standard office equipment; frequently required to carry, bend, squat, twist, push, pull with hands and arms to reach files and safely lift and carry up to 30 pounds occasionally.

CITY OF MILPITAS  
Finance Manager (Continued)

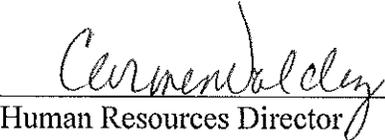
Approved by:



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City Manager

5/14/12  
Date



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Human Resources Director

5/14/2012  
Date