



## **CITY OF SANTA CRUZ FINANCE MANAGER**

**Reports to:** Assistant Finance Director  
**Supervises:** Professional, Technical and/or Clerical Staff  
**Bargaining Unit:** Management

### **BASIC FUNCTION**

Under general direction plans, organizes and directs the activities related to the City's financial operations including accounting, budgeting, revenue, and risk management; manages the City's financial reporting needs; plans, assigns and reviews the work of staff performing professional accounting duties in the Finance Department; performs advanced and complex professional accounting and risk management work; assists in the development and maintenance of the City's annual budget; provides assistance to the Assistant Finance Director in a variety of fiscal management assignments; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Finance Manager is the division manager classification within the Finance Department and is characterized by having considerable responsibility over division program activities. The Finance Manager is distinguished from the next higher level classification, Assistant Finance Director, in that the latter has management responsibility over a variety of functional areas (divisions) within the Finance Department while the Finance Manager has management responsibility for one division within the Finance Department. This position is distinguished from the next lower classification, Senior Accountant, in that the latter is a lead worker and advanced journey-level classification in the professional accounting series within the Finance Department, while the Finance Manager has management responsibility for a division within the Finance Department.

### **TYPICAL DUTIES** *(May include, but are not limited to those duties listed below.)*

- Manages, supervises, trains and evaluates assigned staff; makes recommendations for the selection of new employees; provides or coordinates staff training; provides expertise and direction to staff.
- Supervises and participates in the preparation of a variety of written reports, including periodic and annual financial reports and statements and reports for submittal to the City Council; reviews financial analyses developed by consultants, departments or other agencies to verify their completeness; prepares required financial reports to State and Federal agencies, banks and other financial institutions.
- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records.
- Assists in the development and implementation of departmental goals, policies and procedures related to accounting activities; establishes and maintains internal controls; reviews,

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recommends and implements improvements to accounting methods, budgeting and reporting procedures; ensures conformity to policies and accounting standards; and increases effectiveness of financial procedures.

- Assists in the development, maintenance and enhancement of computerized information systems for departmental functions.
- Responds to requests for information and advises City departments, governmental agencies and the public of City accounting policies.
- Acts as liaison with other public agencies, business and community groups, consultants, legal council and departments to coordinate various phases of assigned program.
- Prepares or directs the preparation of written procedures and policy manuals.
- Provides management level assistance to the Finance Director and the Assistant Finance Director.
- Assists with or plans, directs, coordinates and reviews the work of audit coordination.
- Other duties as assigned.

**In addition to the Typical Duties, a Finance Manager may be assigned responsibilities in any of the following areas:**

**Revenue:**

- Plans, directs, coordinates and reviews the work of programs which include cash receipts management and current accounts receivable management.
- Oversees the processing and collection of various fees and charges.
- Manages the cash receipting software used throughout the City, trains staff in other departments to use the software.
- Reviews, audits and analyzes bank deposits made by other departments and confirms that the transactions agree with the cash receipting software. Advises departments on accounting controls and generally accepted accounting procedures relating to cash and receivable transactions.
- Coordinates efforts in the preparation of claims for reimbursement of State Mandated Claims (SB 90 reimbursements)

**General Accounting:**

- Prepares Financial Statements for assigned funds and for the City and the Redevelopment Agency, relevant JPAs, and other entities as a whole.
- Coordinates and participates in the preparation of the City's Comprehensive Annual Financial Report (CAFR).
- Coordinates and participates in the research, evaluation and implementation of new Governmental Accounting Standards Board (GASB) Statements.
- Reviews and makes recommendations to the Director of Finance or City Manager concerning City Council agenda items which require fiscal review.
- Plans and directs general accounting activities for all departments and funds.

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- Performs financial systems software management, including maintaining financial system software controls, administering the accounting aspects of general ledger software, setting up new accounts and acting as a resource to staff; coordinates the implementation of new accounting software and participates in the development and implementation of training programs, policies and procedures related to accounting information systems.
- Plans, directs, coordinates and reviews the work of programs which include debt issuance and the review of bond documents, long-term debt transactions the Capital Improvement Program.
- Oversees the recording and monitoring of long-term debt transactions for the City's debt issues.
- Manages and coordinates grant and loan program accounting and monitoring; manages grant audits; oversees the preparation and submission of required annual financial reports; ensures that complete accounting records are maintained on federal, state and other funding sources.

**Accounts Payable and/or Payroll:**

- Responsible for Deferred Compensation programs used by the City, including employee sign-up, advising employees, reporting internally and externally on plans, tax reporting, plan loans, etc.
- Manages and supervises the City-wide Accounts Payable and/or Payroll functions, including tax reporting and other state and federal reporting relating to both functions.

**In addition to the Typical Duties, if assigned to the City Budget:**

- Assists in the development of the City's annual budget; supervises staff responsible for, and participates in, the preparation and administration of the City's budget.
- Assists in the preparation and monitoring of the City's operating and capital improvement budgets.
- Forecasts the financial impact of the City's Personnel Services, such as, position control, salary and benefit costs, etc.
- Coordinates budget adjustments for all departments and funds.
- Prepares annual cost allocation plan and conducts costing projects.
- Develops and communicates administrative policy guidelines and procedures for budgeting; coordinates the distribution of budget reports and forms; consults with departments on budget issues;
- Projects and forecasts revenues and expenditures.
- Reviews and analyzes departmental budget requests and proposals.
- Coordinates the compilation and presentation of the City Manager's proposed budget and incorporates Council's amendments into the final budget document.
- Prepares monthly budget analysis and reporting to include trend analysis, projections and forecasting.

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**In addition to the Typical Duties, if assigned to Risk Management:**

- Assume management responsibility for all City-wide services and activities of the Risk Management Division, including liability coverage programs.
- Identify and evaluate all risk-financing options; evaluate the City's needs for coverages, terms, limits and retentions.
- Develop and forecast City-wide budget items related to Risk Management including insurance costs, self-insurance charges, liability claim and bonding costs.
- Authorize, negotiate and settle claims and recommend liability claim settlements.
- Protect the City's financial interests by analyzing and eliminating first party and third party loss exposures for the City.
- Evaluate and recommend payment or rejection of third party claims against the City; interview claimants, employees and witnesses with regard to claims; negotiate settlements and prepare recommendations for rejection or acceptance of claims; represent the City in Small Claims Court.
- Manages City property insurance programs for all City structures, vehicles and other assets.
- Develop and administer insurance specifications for City contracts and assist City departments in the preparation and implementation of insurance specifications.
- Review first party insurance issues; investigate, evaluate and make recommendations regarding risks and claims; review City property and operations for hazards and identify areas of risk; advise on risk control, liability and level of insurance.
- Refer claims and suits to the City Attorney and other attorneys, as needed.
- Direct the preparation of a variety of studies and reports relating to current and long-range risk management needs; develop specific proposals to meet program needs; attend meetings and provide staff assistance and advice to the City Council and City staff; serve as a technical resource; prepare correspondence, reports and recommendations for City Council and staff.
- Respond to questions and concerns from the public; provide information appropriately and resolve public service complaints.

**WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using a computer keyboard. Additionally, the position requires near and far vision when reading and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, push and pull files, paper and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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**MINIMUM QUALIFICATIONS**

**Knowledge:**

- Principles and practices of governmental accounting, auditing, budget preparation and control;
- The laws and regulations governing the accounting, budgeting and auditing activities of a governmental agency;
- Statistical analysis and its application to budget analyses and projections;
- Methods and techniques for record keeping and report preparation.
- Accounting information systems;
- Principles and practices of revenue forecasting and investing;
- Principles and practices of supervision, training, and evaluation.

May also require knowledge of:

- Generally Accepted Accounting Principles (GAAP) as they apply to governmental agencies;
- Principles and practices of public risk management, safety, loss control, self-insurance programs and property liability.
- Applicable federal, state and local laws, codes, and regulations, including statutory and case law regarding government tort liability, occupational safety, and relevant risk management insurance issues.
- Practices and procedures related to insurance claims administration, including claims processing.

**Abilities:**

- Plan, assign, supervise and evaluate the work of assigned staff;
- Develop and coordinate work programs for assigned division;
- Analyze and interpret financial and accounting records;
- Prepare a variety of financial statements and reports, including the City's Comprehensive Annual Financial Report (CAFR);
- Develop, evaluate, implement, maintain and recommend improvements to accounting and budget control procedures;
- Plan, direct, manage and coordinate the work of the risk management.
- Negotiate insurance and risk management related agreements.
- Negotiate and settle claims made by third party claimants as well as the City's own claims with its insurance carriers.
- Analyze complex risk management and insurance program issues, information and data, and develop and implement appropriate responses.
- Interpret, explain and apply applicable laws, codes and regulations;
- Examine and verify financial documents, reports and transactions;
- Operate a computer and a variety of word processing, spreadsheet and software applications, including financial and accounting programs;
- Read, interpret and record data accurately;
- Make sound decisions within established guidelines;

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- Communicate clearly and concisely both verbally and in writing;
- Follow written and oral directions;
- Effectively organize assigned tasks and work within deadlines;
- Establish and maintain effective working relationships with City staff, outside agencies, businesses, and the general public;
- Observe safety principles and work in a safe manner.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that provides the above knowledge and abilities is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- A Bachelor’s degree from an accredited college or university in Accounting, Finance, Business Administration, or a related field; and
- Three years of professional, advanced level accounting or financial management experience which includes two years of experience performing governmental accounting or high level municipal finance and as well as one year of supervisory experience.

**LICENSE**

- Possession and continued maintenance of a valid California driver’s license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

**DESIRABLE QUALIFICATIONS**

- Municipal government accounting experience.
- Professional certification as a Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) or Certified Government Financial Manager (CGFM)
- If assigned to Risk Management, an Associate in Risk Management (ARM) designation.

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**Career Ladder:**

- Finance Director
- Assistant Finance Director
- *Finance Manager*
- Senior Accountant
- Accountant I/II