



Department: Finance
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FLSA Status: Exempt
Prepared Date: April 11, 2016

JOB TITLE: Finance and General Services Manager

SUMMARY:

Assist the Director of Finance by managing staff of the Finance and Customer Services Department, managing utility customer services, administrative functions, and human resource issues, employee benefit programs, and City risk management functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Manage, direct, and supervise Finance/Customer Service staff in day to day operations, which includes coordinating a weekly meeting individually with Finance/Customer Service staff. This includes oversight of the general ledger, accounts payable, payroll and related accounting functions.
- Monitor day to day cash account balances and perform wire transfers.
- Monitor customer complaints and concerns related to water, wastewater, solid waste, and electric on a weekly basis. Investigate water and power thefts monthly.
- Analyze, reviews approve/reject, and signs invoices, payroll, accounts payable checks, and purchase orders weekly, which includes analysis of credit card purchases, fuel purchases, and employee expense reports monthly.
- Scrutinize, review, and monitor department spending/budgets weekly.
- Manage and supervise IT projects at least monthly.
- Manage and review janitorial service and supplies, safety supplies, and alarm safety monthly.
- Evaluate and implement departmental plans, policies and procedures annually.
- Evaluate, review and ensure appropriate internal controls annually.
- Maintain safety/incident report files and records and coordinate with Safety Officer to ensure City employees are properly trained monthly.
- Manage and supervise IT on City network file server, computers, phones, cell phones, fax/copy machines, and other electronic devices monthly.
- Assist the Finance Director on special projects and administrative functions.
- Review personnel and employee benefit files annually for completeness and accuracy with laws/regulations.
- Review and maintain worker compensation records and files annually for accuracy.
- Oversee and manage job recruitments for all city departments.
- Perform annual employee evaluations.



- Schedule water delivery with the Bureau of Reclamation and McConnell Foundation monthly.
- Complete and maintain insurance documents and reports for building, equipment and vehicles annually.
- Attend training/seminars to improve finance, human resource, and management skills. Expected to attend at least one course per year.
- Prepare various reports for Federal and State government agencies.
- Prepare journal entries, as needed.
- Prepare staff reports and resolutions, as needed.
- Attend City council meetings, as needed.
- Assist and coordinate with City auditors on annual financial audit.
- Administer solid waste, electric, gas and cable franchise agreements annually.
- Assist and may oversee administration of the City's annual/biennial budget projections.
- Assist and may oversee with utility rate studies.
- Manage and improve Finance/Customer Service operations.
- Develops and maintains relations with the State Board of Equalization.
- Participates in annual audits with the United States Department of Agriculture.
- Maintains and improves various modules on the City's website monthly.
- Train/cross train Finance staff.
- Perform related duties as assigned.

OTHER JOB EXPECTATIONS:

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and be effective/productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

- Bachelor's degree required.
- Five plus years related accounting experience; or equivalent combination of education and training. Type a minimum of 45 words per minute and experience working in Microsoft Office with excellent proficiency in Excel.
- Five plus years managing people.
- Excellent communication skills.



PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Ability to read, analyze, and interpret technical procedures and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and response to questions from groups of managers, customers and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and rates. Ability to apply concepts of basic algebra and geometry.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California driver's license.
- Valid Certified Public Accountant license, preferred.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Ability to identify and solve complex issues/problems.
- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- High pressure in assisting public, staff, and elected officials. Ability to interpret and explain actions to the public and City staff/elected officials.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- Required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.