

Job Descriptions



Class Title: Finance Manager

Class Code: 06232

FLSA: Exempt

Salary: \$34.89 - \$51.78 Hourly
 \$2,790.96 - \$4,142.14 Biweekly
 \$6,047.07 - \$8,974.64 Monthly
 \$72,564.84 - \$107,695.68 Annually

[Print Job Information](#)

[Email me when jobs like this become available](#)

Job Objective	Benefits
<p>Performs managerial duties involved in planning and directing fiscal activities. Performs related duties as required.</p>	
<p>Job Description:</p>	
<p>MAJOR JOB RESPONSIBILITIES</p> <p>Performs various supervisory duties. Approves leave requests. Evaluates employee performance. Reviews performance evaluations of employees. Counsels with and corrects employees as needed. Performs various administrative duties. Develops short and long range goals. Evaluates efficiency and cost effectiveness of goals. Prepares and administers division and/or department budget. Directs preparation and ensures the accuracy of various types of financial statements. Assigns and monitors progress on special projects. Prepares written and oral reports. Keeps management informed and advises management on finance issues/concerns. Oversees accounting and/or auditing activities. May maintain budgetary control and cost accounting records. Oversees and participates in preparation of statistical and financial reports. May prepare and/or assist with preparing various types of budget projections. May perform more complex types of financial and statistical analysis. Researches and resolves finance or program-related questions and/or problems. Oversees any grant money received. May oversee and participate in planning and performance of multiple, concurrent financial, performance, and compliance audits. May present findings and recommendations to management and board/commission of the department being audited.</p> <p>SUPERVISION EXERCISED/SUPERVISION RECEIVED</p>	

Supervises all employees assigned to finance, auditing, and/or accounting divisions, depending upon position location.

Receives general direction and reports to department Director or designee, who sets overall goals and objectives for the position.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

Employment Standards:

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in Accounting, Finance, or a related field from an accredited college or university and thorough experience in professional finance including considerable experience as a supervisor.

More specific education, experience, or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of budget and supervisory practices and procedures.

Knowledge of the principles and procedures used in accounting, budgeting, purchasing, and/or auditing process.

Knowledge of the principles and practices of personnel administration.

General knowledge of Civil Service rules, policies, and procedures.

Ability to establish policies and procedures.

Ability to perform cost/benefit, usage, and other kinds of analyses.

Ability to train and supervise employees.

Ability to interpret statistical and financial information.

Ability to communicate effectively, both orally and in writing.

Ability to maintain accurate records.

Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None