

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Finance Manager	Job Family: 2
General Classification: Management	Job Grade: 40

Definition: To evaluate, plan, organize, direct, and manage the activities of a division within the Finance and Administrative Services Department, which may include various sections and functions, such as Budget and Analysis, Treasury, Revenue, and/or multiple and other sections as assigned; serve as a member of the Department's management team; and perform other duties as assigned.

Distinguishing Characteristics: Receives general direction from the Finance and Administrative Services Director and Assistant Finance and Administrative Services Director. This classification exercises managerial responsibility over assigned areas and provides direct and indirect supervision over clerical, technical, professional, and other management personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

Duties common to all functions:

1. Organize, manage, and oversee assigned areas which may include budget, financial management, revenue collections, utility billing, accounts receivable, cash collection, and any related financial reporting functions.
2. Provide high-level support to department heads and other managers in the development, analysis, and implementation of policies, programs, procedures, and projects with departmentwide or Citywide impact.
3. Develop division goals and objectives; recommend policies and implement procedures to conduct activities; ensure division functions are conducted in accordance with related laws, ordinances, rules, and regulations; and prepare comprehensive plans to satisfy future needs for division services.
4. Evaluate and manage assigned programs or projects; schedule, plan, coordinate, evaluate, and report on work progress and outcomes; prepare various reports on operations and activities related to assigned division; and recommend improvements and modifications.
5. Write and present comprehensive, concise, and clear reports, memos, newsletters, and other communications; and manage the preparation of the City's budget and financial reports and communications.

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6. Participate in the selection of staff; conduct performance evaluations; provide training, coaching, mentoring, and performance management; recommend discipline; and implement discipline procedures as directed.
7. Manage complex projects that cross department boundaries and required Citywide coordination and communications related to budget, revenue, and other financial topics; and lead and participate in Financial Enterprise system upgrades, troubleshooting, testing plans, and implementations for assigned sections.
8. Prepare complex financial forecasting of expenditures and revenues; and make recommendations regarding Citywide cost recovery, fee structures, debt issuance, bonding, budgeting, and other related financial matters.
9. Make presentations to the City Council, committees, or the Executive Team on complex projects, such as budget presentations, revenue projections, utility rate changes, or other special projects.
10. Interpret federal, state, and City regulations; and coordinate their application to City and department operations, such as revenue collections, utility billing, and miscellaneous receipts.
11. Build and maintain positive working relationships with coworkers, other City employees, and the public using principles of good customer service.
12. Answer questions and provide information to the public; and investigate complaints and recommend corrective action as necessary to resolve complaints.
13. Advise personnel in the department and Citywide regarding City policies related to budget, revenue, and other financial procedures.
14. Perform other related duties as assigned.

Budget and Administration:

1. Lead and manage the annual budget process, including planning, organizing, and coordination of the development of the City's annual operating budget; review and analyze departmental budget requests during the annual budget preparation process; provide feedback to departments; and prepare a variety of material, summary charts, and recommendations regarding the City's annual budget.
2. Manage various Fund Forecasts, operating budget, midyear budget review process, and the year-end appropriation process.

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3. Assist the City negotiating team with costing calculations during labor negotiations.
4. Make presentations regarding the development of the annual budget, current budget information, revenue projections, and other assigned projects and programs to the City Council, City commissions, committees, or others.

Treasury:

1. Lead and manage investment activities, including overseeing and monitoring the City's investment returns.
2. Review and update the City's investment policy, including coordination of updates with the Council Finance Committee.
3. Coordinate with external investment advisors and execute investments in accordance with the City's investment policy.
4. Manage cash flow forecasting to ensure adequate liquidity for the City's operational needs and capital projects.
5. Oversee debt management activities, including issuing bonds, arbitrage calculations, and managed existing debts, to support the City's financial obligations.

Revenue:

1. Plan, organize, and manage the activities of revenue collections and utility billing to ensure the proper receipt and processing of revenue payments and responding to customer requests, collection of delinquent accounts, and administration of City programs such as business licenses, petty cash, and other cash-handling transactions.
2. Develop and modify division operating procedures and division goals aimed to ensure proper processing of utility billing, collection, and cash-handling; and effectively resolve customer concerns regarding their accounts.
3. Coordinate with other departments to correct discrepancies and resolve issues related to utility billing, business licenses, and other payment transactions.

Minimum Qualifications:

Knowledge of: Principles and practices of public administration; principles, methods, and practices of multi-departmental municipal finance and budgeting; principles of treasury,

investments, and debt management; sophisticated research techniques; statistics and techniques of complex financial forecasting, data analysis, and numerical/financial analysis; methods of continuous process improvement; principles of organization and municipal government practices as applied to analysis and evaluation of programs, policies, and operational needs; federal, state, and City rules, regulations, and laws governing fiscal and financial functions; basic data processing and systems operation; modern computer software; modern office procedures, methods, and computer equipment; principles of budget monitoring; pertinent local, state, and federal laws, ordinances, and rules; principles and practices of leadership, supervision, training, coaching, team-building, and performance management; principles and practices of organization, administration, and budget; standard business mathematics; and principles and practices of work safety; correct English usage, including grammar, spelling and punctuation; report and letter writing; and principles and practices of customer service.

Ability to: Manage, review, and participate in the analysis of a wide variety of complex organization, administrative, financial policies, processes, and programs; analyze issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; work proactively, effectively, and efficiently in time-sensitive situations and meet deadlines; coordinate Citywide financial projects; manage and perform multiple and complex tasks simultaneously; check, prepare, and review detailed and complex financial reports; prepare cost analyses for various special projects, including labor negotiations; perform process improvements through the implementation of enhanced automated systems solutions; adapt to and lead change; maintain knowledge of state-of-the-art budget and revenue techniques, including best practices and use of technology; exercise significant confidentiality and sound judgement; interpret and explain City and department policies and procedures to finance colleagues as well as nonfinance staff and other audiences; develop recommendations and make decisions of considerable impact; work independently with minimal supervision; supervise, train, and evaluate assigned staff; evaluate program effectiveness; communicate logically, clearly, and concisely, both orally and in writing; prepare well-organized reports, memos, and correspondence; make clear, effective oral presentations; establish and maintain positive and collaborative working relationships with those contacted in the course of work; and resolve sensitive or difficult situations diplomatically.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A bachelor's degree from an accredited college or university with major course work in accounting, public administration, business administration, economics, finance, or a related field; and five years of increasingly responsible financial administrative and analytical experience related to Citywide budgeting, revenue collection, or special analytical projects,

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including two years in a supervisory or managerial capacity. A master's degree in business, public administration, accounting, finance, or a related field is highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Working Conditions: May be required to work evenings and/or weekends for meetings and/or special events.

Established: October 2024

Revised:

HRD/CLASS SPECS

Finance Manager