
**TEMPLE CITY
CLASS SPECIFICATIONS**

FINANCIAL SERVICES MANAGER

DEFINITION:

Under general direction of the City Manager, is responsible for planning, organizing, directing and reviewing the activities and operations of the Financial Services Department for the City of Temple City and the Temple City Redevelopment Agency.

EXAMPLES OF DUTIES:

Plans, organizes, directs and coordinates a comprehensive financial services program including financial record keeping, budget preparation, control/disbursement of funds, GASB 34 compliance, and related work as required; recommends to the City Manager policies, programs and procedures; develops, implements and supervises accounting systems and accounting procedures to conform to proper legal requirements; supervises the disbursement of all monies and maintains all expenditures within budget appropriations. Verifies all warrants, and approves and processes all requests for payment, coordinates the preparation of monthly financial reports for the City Council, City Manager and department directors; maintains supporting records of all financial transactions.

Responsible for payroll; processes personnel payroll transactions; prepares insurance, retirement and tax reports; servicing and repair of various office equipment; informs City Clerk of semi-monthly agenda items; maintains and reports on the status of State and Federal grants; prepares work papers, financial statements and various reports for Federal, State and outside agencies as well as for internal accounting.

Assist the City Manager in compiling estimated budget projections for revenues, expenditures and fund balances and develops preliminary and final budgets; monitors compliance with the City Council adopted budget and prepares quarterly budget amendments in consultation with other department heads and for approval by the City Manager.

Oversees the purchasing, duplicating, printing and mail service for the City. Ensures that all City ordinances and municipal codes are adhered to on matters pertaining to purchasing activity. Coordinates and maintains all fixed assets of the City. Supervises technical and clerical accounting staff.

Upon appointment by the City Manager, acts as Deputy City Treasurer, responsible for maximizing the investment of the City's and Agency's portfolio; evaluates economic data and the impact on the City's and Agency's investments; reviews and updates the City's and Agency's "Statement of Investment Policy" annually. Monitors revenue collections and the investment of all monies in accordance with the Council approved investment policy and

applicable federal and state law.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles, theory and practices of municipal finance administration, particularly in the areas of accounting, budgeting, auditing and data processing; laws regulating the financial administration of city government including redevelopment law; budget preparation, program analysis and revenue forecasting.

Ability to: Develop, install and maintain sound accounting procedures; prepare complex financial reports and analyses; supervise, train and evaluate staff; manage and invest City funds; prepare, administer and oversee budgets; interpret and apply laws, rules and regulations; establish and maintain effective public relations; communicate clearly and concisely, both orally and in writing; develop and maintain harmonious working relationships with the City Manager, City Council, staff and citizens.

Education and Experience: Four years of increasingly responsible professional experience in financial management, including at least two years at a supervisory level. Graduation from an accredited college or university with a degree in Finance, Accounting, or a related field is desirable. Familiarity with financial processing software, such as Pentamotion and Microsoft Excel is also desirable.

OTHER QUALIFICATIONS:

Possession of a valid Class C motor vehicle operator's license from the State of California.

Ability to operate a computer, calculator, and telephone.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to prepare detailed narrative reports, perform complex numerical analyses, and sort/file documents.

Ability to sit for up to two hours at a time.

Ability to see.

Ability to get from one location to another in the course of doing business.

Ability to make oral presentations.