

**FINANCIAL SERVICES DIVISION MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, manages a division of the Financial Services Department; supervises staff and general administrative functions; and performs other related work as assigned.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Oversees municipal finance and departmental functions and organizational objectives; plans, organizes, manages, and supervises professional and technical staff; and performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of governmental accounting, auditing, and financial reporting principles and procedures.
- Application of data processing systems and technology to maintain financial control and accounting records.
- Principles and practices of supervision and training.
- Principles and practices of fiscal and program planning and budgeting.
- Principles, practices and terminology used in contract language.
- Federal, state, and local personnel rules, regulations, codes and laws.
- Budget development, analysis and implementation.

**Ability to:**

- Analyze financial data and prepare financial information for presentation.
- Solve difficult and complex accounting and related financial problems.
- Communicate effectively, both verbally and in writing.
- Interpret and make recommendations and decisions in accordance with laws, regulations, policies and procedures.
- Research, analyze, and prepare comprehensive reports and recommendations.
- Direct, evaluate, and supervise the work of assigned staff.
- Establish and maintain effective record keeping systems.
- Utilize computer systems to enter and retrieve data.
- Maintain effective working relationships with employees, management, attorneys, other governmental organizations and the general public.

### **Experience and Training Guidelines**

**Experience:** Four years of progressively responsible professional experience in financial management, preferably in the public sector, including auditing procedures, and supervision.

**Education/Training:** A Bachelor's degree in business administration, public administration, industrial psychology, organizational psychology, or a closely related field. A Master's degree is highly desirable.

**License:** A current, valid, California driver's license.

### **WORKING CONDITIONS**

**Environmental Conditions:** Office environment: exposure to computer screens.

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for sitting prolonged periods of time.

**Previous Title:** Administrative Services Division Manager