
LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: FINANCE MANAGER

DIVISION: Administration
DATE ADOPTED: December 9, 2009

CLASSIFICATION CODE: 1010
REPORTS TO: General Manager

POSITION SUMMARY:

Under the direction of the General Manager, assists in the administration of the District by performing a wide range of responsible fiscal activities to include revenue management, debt service management, budget development, property tax analysis, district fiscal oversight, budget and cash flow projections, fiscal policy development, internal controls and auditing, general ledger oversight, grant funds oversight, interaction with other governmental agencies, and related areas as required.

DISTINGUISHING FEATURES:

This class can be distinguished from other classes by the increased level and scope of responsibility. Incumbents in this class will provide technical and functional assistance to the General Manager as well as supervision over other personnel. The incumbent shall, at all times, demonstrate cooperative behavior with the Board of Directors, colleagues, their supervisor, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists the General Manager in the identification and recommendation of funding sources and long-term debt financing methods for major projects.
2. Oversees procedures and processes related to special tax assessment management.
3. Analyzes and prepares reports, provides background information, technical advice and policy recommendations in areas of responsibility for the General Manager and/or Board of Directors.
4. Oversees District Information Technology system maintenance, development, staff and contracts.
5. Assists in District administration by attending meetings and making presentations to committees, commissions, and the Board of Directors; reviewing financial documents and directing maintenance of associated files and archives; preparing reports and making presentations of financial matters.
6. Insures compliance with Governmental Accounting Standards Board (GASB), California Public Resource Code, and other federal, state and local laws.
7. Develops, implements, and administers on-going District accounting procedures, software program functions, internal controls, specific division programs and grants and associated audits.
8. Oversees all accounting functions including payroll/benefits.
9. Projects and monitors District cash flow; authorizes expenditures and fund transfers.
10. Provides fiscal oversight of grant funds.
11. Provides information, guidance and assistance to District supervisors on fiscal matters.
12. Responsible for the performance, supervision, training and evaluation of all staff and volunteers in assigned areas of responsibility. Manages contracts in areas of responsibility.
13. Maintains effective and positive relationships with District staff, Board of Directors, commissions and committees, other government agencies, volunteer groups, service clubs and other related groups.
14. Other duties as assigned.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The duties of this position are generally performed in work conditions found in a typical indoor office environment. Travel to and work at out-of-office locations is sometimes required. Working irregular hours during the evening and occasional weekends is sometimes required. The noise level of the work environment is moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of this job. While performing the duties of this job, the employee is regularly required to have: hearing and speech adequate to communicate in person, by telephone; vision adequate to read standard text; bodily movement adequate to drive an automobile; manual dexterity adequate to write and use computers and office equipment; strength to perform moderate lifting and carrying of items weighing up to 20 pounds.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: Graduation from a college or university with a Bachelor's degree in accounting, finance, business administration, or an approved allied field. A Master's degree is highly desirable.

Experience: Four years of professional fiscal management responsibility in government, the private sector, or recreation and parks agencies, with at least two years in a supervisory capacity. Experience in a public agency is preferred. OR Some acceptable combination of education, experience and ability that would likely provide the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS, ABILITIES:**Knowledge of:**

- Principles, practices and techniques of financial management, financing, debt management and auditing;
- Management principles and techniques, especially in the area of fiscal operations;
- Principles and operations of information technology and peripheral equipment;
- Personnel Management;
- Short and long range planning;
- Basic functions and organization of public agencies;
- Public finance management theories and practices;
- Federal, state and local laws, codes and regulations pertinent to fiscal management.

Ability to:

- Establish and maintain good relations with staff, the Board of Directors, community groups, other agencies and members of the public.
- Research and make recommendations to the General Manager and/or Board of Directors on District issues both orally and in writing.
- Communicate effectively, both orally and in writing;
- Identify information system needs and direct IT projects through utilization of staff and/or contractors;
- Analyze, interpret and apply complex documents, regulations and administrative procedures and regulations relating to fiscal management;
- Prepare a variety of written materials of an analytical, technical and evaluative nature.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.