

RESOLUTION NO. 2019-083
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
APPROVING THE POSITION TITLE, SALARY RANGE AND ASSOCIATED JOB
DESCRIPTION FOR FINANCE MANAGER

WHEREAS, staff opened a recruitment to fill the Finance Director position due to an upcoming anticipated resignation; and

WHEREAS, a candidate with extensive, relevant government finance experience who recently served in the role of Finance Manager for another agency was identified; and

WHEREAS, after a thorough review of the Finance Director job description and full consideration of the candidate's experience, staff determined that filling the position at the Finance Manager level and initially providing increased oversight and support to provide a career path to the Finance Director position was the best option; and

WHEREAS, the Finance Department is well staffed, has effective processes and procedures in place, is functioning in a stable capacity and is an environment conducive to bringing in a Finance Manager and preparing the candidate for eventual progression to Finance Director; and

WHEREAS, staff developed the position description and job title for the Finance Manager; and

WHEREAS, staff recommends placing the Finance Manager in Management Unit salary range 94.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the position title, salary range and associated job description for Finance Manager, attached hereto as Exhibit "A" and incorporated by this reference.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute documents pertaining to same for and on behalf of the City of Rohnert Park.

DULY AND REGULARLY ADOPTED this 9th day of July, 2019.

CITY OF ROHNERT PARK



Gina Belforte, Mayor

ATTEST:


JoAnne M. Buergler, City Clerk

Attachment: Exhibit A

ADAMS: Aye MACKENZIE: Absent STAFFORD: Absent CALLINAN: Aye BELFORTE: Aye
AYES: (3) NOES: (0) ABSENT: (2) ABSTAIN: (0)

EXHIBIT "A"

City of Rohnert Park

FINANCE MANAGER

DEFINITION

Manages and coordinates the staff and activities of the Finance Department, including financial reporting, accounting, payroll, budget preparation, tracking and reporting, treasury function, debt administration, revenue management, utility billing and business licensing; advises the Assistant City Manager and/or City Manager on financial matters. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Finance Manager** has responsibility for the lawful, effective and prudent disbursement, budgeting and management of City funds, as well as for ensuring the City's compliance with all regulations governing the keeping of municipal financial records and the filing of reports. The Finance Manager is distinguished from the Finance Director by the latter's level of independence and responsibility for the policies and activities of the Finance Department.

SUPERVISION RECEIVED/EXERCISED

Administrative and policy direction is provided by the Assistant City Manager and/or the City Manager. The **Finance Manager** provides direct and indirect supervision of staff in the Finance Department.

ESSENTIAL JOB DUTIES

(These duties are a representative sample; position assignments may vary)

- Plans and coordinates Finance Department services and activities including financial reporting, accounting, payroll, budget preparation, treasury function, debt administration, revenue management, utility billing and business licensing
- Participates in preparation of and may present reports to the City Council and various committees and commissions regarding the City's financial matters
Participates in financial forecasting, investment management, and related financial activities
- Coordinates and participates in the preparation of financial statements in accordance with generally-accepted accounting standards;
- Coordinates and advises city department leadership on the development and administration of the City's budget; reviews and controls programs and projects to ensure cost effectiveness
- Works cooperatively to address City issues, ensures overall health of the organization, fosters good communications between program staff and provides consistent and professional management
- Conducts studies of cash on hand and cash flow requirements to determine investment schedules
- Ensures availability of funds for debt service payments and proper accounting for bond fund

- Reviews capital improvement projects and ensures that authorized expenditures match the proper funding source
- Supervises the maintenance of the General Ledger and the preparation and analysis of various financial statements, schedules and reports
- Serves on the Emergency Management Team in the event of a disaster or emergency

CITY EMPLOYEES ARE EXPECTED TO:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

QUALIFICATIONS

Education/Training/Experience:

Sufficient education, training and experience to help manage the finances of a city, the collection, accounting and reporting of City funds and the work of a city Finance Department. A typical way to obtain the required qualifications is to have:

- A Bachelor's Degree is desirable and
- Four years of professional, comprehensive and increasingly responsible work experience in governmental accounting, auditing and financial management, including one to two years in a managerial capacity

License/Certificate:

- Possession of a valid California Class C Driver's License by date of appointment

Special Requirements:

- Per California State Law, smoking is not permitted inside City facilities/vehicles or within 20 feet of main entrances, exits, and operable windows
- Attend Council Meetings, budget work sessions and community meetings

Knowledge of:

- Thorough *knowledge* of the principles and practices of public agency finance, including general and governmental accounting, auditing and reporting functions
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures
- Thorough knowledge of laws, codes and regulations pertaining to the financial operations of municipal government
- Trends and innovations in the field of finance and governmental accounting
- Knowledge of fund and cash-basis accounting and reporting

- Standard financial office procedures, machines, manual and automated data storage, processing and retrieval systems

Skill to:

- Manage public money, make financial plans, projections and budgets and to apply financial regulations and sound accounting principles to a wide variety of transactions
- Use spreadsheets and other computer applications related to financial operations
- Analyze, interpret and quickly act upon data related to investment decisions and other financial transactions.
- Make independent decisions and solve practical operational problems

Ability to:

- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes
- Plan, organize, direct and coordinate the work of supervisory, professional, technical and administrative support personnel
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner
- Select, train, motivate and direct department personnel directly and through subordinate supervisory staff, evaluate and review work for acceptability and conformance with department standards
- Establish and maintain cooperative working relationships
- Learn and apply new technology

Working Conditions:

The position requires prolonged sitting in the performance of daily duties and frequent repetitive keyboarding for inputting data and preparing reports and other documents. The position also requires walking, standing, stooping, some pushing, dragging, and light lifting while obtaining and returning journals, printouts, documents and boxes. Near, far and color vision is required in reading correspondence, statistical data, and using a computer. Hearing is required when providing phone and face-to-face customer service and attending meetings. The position works in an office environment, around standard office equipment, interacts with the public, and is subject to interruptions and deadlines.

FLSA Status: Exempt
Employee Unit: Management
Approved By:
Approved: