

FINANCIAL MANAGER
Class Code 1557

Task List 2016

Accounting

1. Oversees employees carrying out accounting functions such as accounts payable and receivable, development of financial statements for an enterprise fund in accordance with GAAP and GASB, fixed assets and payroll.
2. Develops an accounting policies and procedures manual, and evaluates and updates internal control and accounting procedures.

Debt Management

3. Procures and manages team of public finance professionals (including financial advisors, bankers, lawyers, and outside counsel) in order to facilitate the legislative approval, marketing, and sale of municipal bonds to finance capital projects.
4. Manages investor relations efforts by preparing presentations (such as PowerPoint) for credit rating agencies and investors in order to market and sell the department's bonds.
5. Prepares financial and operating data for the purpose of disclosure for borrowing documents in accordance with Federal Security's Regulations.
6. Directs financing (such as debt financing and bond transactions) cash management (ensuring liquidity targets and managing a commercial paper program) and treasury programs by overseeing subordinate personnel to ensure the department has sufficient cash and credit ratings to carry out daily business.

Cash Management

7. Administers tax-exempt commercial paper program by procuring the required professional services to establish and maintain the program.
8. Monitors interest rates and compares relative attractiveness of refunding by processing the necessary procurements in order to ensure department liquidity goals.
9. Prepares cash flow projections by utilizing Excel and the department's financial management system (e.g. SAP and Enterprise Resource Planning) to ensure department liquidity is maintained.

Financial Planning and Analysis

10. Provides financial analysis (e.g. rate of return or net present value) on negotiations for real estate transactions to the business development team.
11. Develops financial reports (e.g. monthly profit and loss statement and supporting narrative) for policy makers (such as senior management and the Board of Commissioners) to ensure transparency and visibility in the department's financial position.

Operating and Capital Budget Development

12. Develops and/or directs staff in the development of the department's annual operating budget by utilizing relevant software programs (e.g. ERP and Excel).
13. Prepares and analyzes various sources of funding to create a plan of finance for capital projects.

14. Reviews and analyzes annual capital project proposals from various stakeholders.
15. Conducts rate of return analyses on proposals for capital projects to prioritize projects and develop a capital improvement program.

Other

16. Assists with delinquent accounts and contract disputes by providing financial expertise to contract managers in order to maximize revenue collection.
17. Directs internal audit functions in the absence of the department or internal auditor.
18. Writes or assists in writing financial policies and procedures by referring to best industry practices (such as GFOA, CSMFO, CDIAC) to ensure the department has the proper resources to fulfill its mission and to ensure high credit ratings for the department's debt.

Supervision

19. Manages or assists in managing financial activities by overseeing subordinates in overseeing the for departments having control over their own funds such as accounting, debt management, cash management, treasury, financial planning and analysis and operating and capital budget development.
20. Writes job descriptions and/or develops performance standards for quantity of work such as number of studies completed, reports written, and/or complaints received, and/or quality of work such as work products produced in order to inform employees of job expectations.
21. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, and procedures, and benefits.
22. Trains employees by explaining and demonstrating work procedures and then observing employee performance to ensure employees are properly trained and to determine additional training needs; provides safety and/or other specialized training to staff.
23. Plans work of unit, assuring priority assignments are handled first; considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
24. Facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, manuals, work area) are available, recommending use of efficient and effective procedures, and answering questions.
25. Observes employee performance, reviews work of employees, and monitors job progress in order to ensure safe and timely completion of work and that its quantity and quality are consistent with standards; makes adjustments as needed to work in progress.
26. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
27. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide positive and negative feedback and identify developmental needs.

28. Interviews job candidates; applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
29. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.
30. Estimates/determines supplies, equipment, and staffing needs to complete assigned work; procures it within the organization or via contract; considers future equipment and staffing needs in order to assist in budget preparation.