

## FINANCIAL MANAGER, 1557

Summary of Duties : Manages, or assists in managing, financial administration and planning or accounting activities of the Harbor Department; analyzes and makes recommendations on significant financial matters; participates in the development of business management reporting, account, and cash flow projection systems; supervises the collection of revenues; and does related work.

Distinguishing Features : A Financial Manager is responsible for managing, or assisting in managing, the financial management and planning activities of the Harbor Department. An employee in this class also analyzes and makes recommendations on such financial matters as cash management, sources of funding, credit lines for prospective and existing Port tenants, returns on investments, capital project proposals, business plans, accounting and the Department budget. In addition, a Financial Manager participates in the development of automated business management and cash flow projection systems. An employee in this class may also be responsible for directing an accounting staff in the maintenance of daily accounting activities involving Accounts Payable, Accounts Receivable, Payroll, Revenue and property records using Enterprise Accounting concepts.

Examples of Duties : Manages, or assists in managing, Harbor Department financial activities; establishes, or assists in establishing, financial policies and procedures; directs financing and cash management programs; prepares analyses to evaluate various sources of funding; prepares presentations for credit agencies and financial institutions; prepares financial and business write-ups for borrowing documents; administers tax exempt commercial papers program; coordinates the application for and receipt of Federal and State grant loans; maintains liaison with the investment community regarding the Port's operations and projects; recommends the establishment, expansion, and curtailment of credit lines; directs accounting activities; directs the preparation of cash flow projection system;

Reviews and analyzes annual capital project proposals; develops and maintains a capital project prioritizing system; develops long-term business plans, business forecasts, the annual Department budget, and related reports; provides input and financial analyses on negotiations with tenants; develops business management reporting systems;

Directs accounting staff in the preparation and maintenance of the Department's general accounting books, ledgers, records and financial statements; directs collection of revenue from tenants; develops systems and procedures to ensure accurate and timely management-oriented reports; develops an accounting policies and procedures manual, evaluates and updates internal control and accounting procedures; coordinates the implementation and enhancement of

computer-based systems; reviews and approves accounting documents, budget requests and reports; may direct direct Department audit activities; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the principles and practices of financial management, planning and accounting for commercial enterprises; a good knowledge of the techniques of financial and economic feasibility analysis; a good knowledge of the principles and practices of investment analysis, including discounted cash flow techniques; a good knowledge of collection procedures; a good knowledge of Generally Accepted Accounting Principles, including Financial Accounting Standards, issued by the Financial Accounting Standards Board; a good knowledge of the principles and practices of enterprise fund accounting; a good knowledge of City rules, regulations, policies and procedures pertaining to Harbor Department financial activities; a working knowledge of tax accounting and foreign exchange; a working knowledge of the use of computers in financial modeling applications; a working knowledge of memoranda of understanding applicable to subordinate personnel; a working knowledge of the City's equal employment opportunity and affirmative action practices and procedures; the ability to prepare budgets based on business needs; the ability to use independent judgment to make sound decisions and recommendations on a variety of financial management matters; the ability to manage the activities of professional financial and accounting employees; the ability to interact with Harbor Department managers and employees, employees of other City departments, Port tenants, and members of the financial community; and the ability to communicate well both orally and in writing.

Graduation from a recognized four-year college or university with a major in finance or accounting, and at least five years of full-time paid experience as a supervisor of professional financial or accounting employees involved in financial analyses and reporting, cash management treasury functions, or general accounting for an organization which has an enterprise accrual accounting system that follows Generally Accepted Accounting Principles issued by the Financial Accounting Standards Board is required. A CPA or a MBA with an emphasis on finance or accounting is particularly desired.

Appointment to a position in this class is subject to a one-year probationary period under the provisions of Section 109 of the Los Angeles City Charter.

License : A valid California driver's license may be required.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in this

class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.