

**Palos Verdes Library District
Finance Manager
Job Description**

Last Reviewed: August 2019
Salary Range: 70

Purpose

The Manager – Finance plans, organizes, manages, and provides administrative direction and oversight for all activities related to the District's finance functions, including payroll, finance, accounting, budgeting, procurement, risk management; provides complex professional assistance to District management staff and the Board of Library Trustees in areas of expertise.

This is a management classification that manages, directs, and participates in all activities of the District's finance function; establishes and administers procedures to ensure control over all District revenues and expenditures; oversees and manages the district's pension costs and long term-unfunded liabilities, ensures compliance with all relevant legislation, regulations, and accounting standards; prepares and administers the annual budget; assists the District Director with developing District fiscal policies; oversees the District's procurement and risk management activities; and prepares and presents financial reports to the Board of Library Trustees and outside agencies. In addition, the Finance Manager oversees benefits and payroll administration. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Management and Leadership

- Provides management and leadership to department staff, including
 - Interviews, selects and trains new employees.
 - Recommends promotion/demotion or other changes in status of staff members.
 - Plans and directs work/duties of staff members.
 - Provides staff members with feedback on their work performance through informal coaching and the annual review process.
 - Engages staff members in continuously improving the operation of the department and of the Library District.
 - Ensures staff members are well informed about District services, operations, programs, events, employee benefits, etc.
 - Ensures staff members have appropriate training and professional development opportunities.
- Ensures your department provides excellent customer service both internally to colleagues in other departments and externally to those who use the District's services and facilities.
- Ensures the safe and efficient operation of your department.
- Represents the Finance Department to other District departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.

Finance and Accounting

- Establishes the District's budgeting, accounting, and financial reporting procedures and practices; evaluates accounting procedures and financial controls; ensures compliance with applicable laws, regulations, and accounting standards; recommends changes to financial and accounting policies.

- Manages and participates in the development and administration of the District's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Manages and participates in all activities related to the District's accounting function, including the accounting system, payroll, accounts payable, processing, and issuance of checks and warrants, and cash receipts.
- Manages the District's investment portfolio; ensures that investments meet the District's policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments to the District Board; prepares the annual District investment policy.
- Oversees and manages the district's pension costs and long term-unfunded liabilities.
- Develops and implements policies and procedures that ensure the fiscal wellbeing of the District, effective internal controls, and compliance with all relevant laws, ordinances, accounting standards, rules and regulations. Recommends changes to financial and accounting policies.
- Develops and administers systems to enable other Department Managers to monitor spending in their areas of responsibility against the budget.
- Reviews investments and cash flows. Ensures that adequate cash is available to meet obligations. Makes recommendations regarding investment of District funds and administers the investment program.
- Maintains accurate financial records including ledgers, accounts, and registers. Directs the preparation of financial statements and management reports.
- Prepares and presents financial reports to the Board of Library Trustees.
- Issues checks and warrants.
- Assists in the preparation of grant applications and provides the financial reporting associated with grants received.
- Maintains an accurate inventory of fixed assets, furniture, and equipment.
- Supervises accounts payable processing.
- Monitors payroll processing.
- Participates in labor negotiations as an advisor to the District Director and Board of Library Trustees. Analyzes the fiscal impact of proposed labor contract provisions.
- Oversees the District's external audit process. Responds to and implements audit recommendations.

Procurement

- Manages the procurement function and assumes overall responsibility for all purchasing activities, including authorizing, establishing, revising, and enforcing compliance with purchasing procedures, policies, ordinances, and contracts.
- Maintains productive working relationships with vendors and suppliers.
- Reviews and approves purchase orders. Ensures compliance with the District's authority levels and approved budgets.
- Ensures compliance with all purchasing procedures, policies, laws, ordinances, and contracts.
- Supervises purchasing and receiving activities. Establishes procedures to ensure the cost-effectiveness of purchasing decisions and appropriate control of purchasing and receiving activities.
- Negotiates and administers contracts and agreements. Coordinates with legal counsel and the District department representatives to determine the District's needs and requirements for contractual services.

Payroll and Benefit Administration

- Manages the payroll and benefits administration function.
- Communicates changes in the District's payroll and benefit administration and ensures proper compliance is followed.
- Consults with legal counsel as appropriate, or as directed by the District Director on personnel matters.

- Establishes and/or recommends salary ranges, offers, and compensation adjustments and monitors salary reports for equity, compression or other issues.

Risk Management

- Plans, organizes, and coordinates a comprehensive risk management, and asset protection.
- Administers the District's liability insurance programs. Supervises the review of claims to identify and minimize loss exposure.
- Participates in the review of insurance plans and recommends policy revisions.

Administration

- Plans, manages, and oversees the daily functions, operations, and activities of the finance department.
- Participates as a member of the Management Team and contributes to the development of District-wide plans, goals, objectives, policies, and procedures.
- Negotiates contracts and agreements; coordinates with legal counsel and District department representatives to determine District needs and requirements for contractual services.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the District Director.
- Develops and implements methods to improve the efficiency and effectiveness of assigned areas of responsibility; monitors and evaluates the efficiency and effectiveness of your departments; identifies and implements opportunities for improvement.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Prepare statistical and analytical reports.
- Administers Human Resources procedures in relation to department staff (e.g. time and attendance record keeping, work and vacation scheduling, etc.).

Technical Support

- Participates in and makes presentations to the District Board of Library Trustees and a variety of boards and commissions.
- Provides highly complex staff assistance to the District Director and Board of Library Trustees.
- Attends and participates in professional group meetings. Monitors trends, innovations and changes to regulations or technology in the fields of finance, accounting, payroll, and benefits and evaluates their applicability to the District.
- Recommends improvements to work organization, programs, practices, methods and equipment. Implement authorized changes.
- Represents the Finance Department and the District in meetings with governmental and regulatory agencies, community groups, professional organizations, businesses, and individuals.
- Monitors changes in laws, regulations, and technology that may affect the District or departmental operations; implements policy and procedural changes as required.
- Performs public relations and outreach work related to assigned activities.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques for providing a high level of customer service to the public, vendors, contractors, and District staff, in person, over the telephone, and through email/written correspondence.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of government administration, finance, and accounting.
- Public agency budgetary, contract administration, accounting, and administrative principles and practices.
- Principles of risk management.

- Principles and techniques for procurement of goods and services, including preparation of RFPs, vendor evaluation, and contract negotiation and preparation.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Public agency accounting standards.
- Methods and techniques for preparation of reports, presentations, and business correspondence.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, regulations, and accounting standards.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects within contractual agreements and ensure compliance with stipulations; effectively administer a variety of District programs and administrative activities.
- Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education, License, and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, finance, or a related field, and five (5) years of increasingly responsible management or administrative experience in finance administration in a public agency. Possession of a Master's Degree or CPA certification is desirable. Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Working Conditions

May be required to work flexible schedules including evenings, weekends and holidays.