



HUMAN RESOURCES DEPARTMENT
City of San Luis

FINANCE OPERATIONS MANAGER

DEFINITION:

Under general supervision assists the Director of Finance in planning and directing the Department financial operations, including supervision of assigned personal and preparation of the City-wide budget. Prepares technical financial analyses, complex financial reports, and oversight of special programs or projects. Manages compliance with City and department policies and procedures, as well as, state and Federal regulations.

ESSENTIAL FUNCTIONS:

The duties listed below represent the various types of work that may be performed. This is not a comprehensive listing of all functions and duties performed by incumbents. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Manages workflow of functional areas of the Finance Department including, procurement, payroll, risk management, investment, ambulance billing, budget, assessments, and risk management.
- Reviews and evaluates financial reports, technical documents, and ledgers for accuracy and compliance with all city policies, as well as all Federal and State Laws.
- Reviews the work of operations support personnel, develops staff skills and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develop work plans and assures that quality standards and deadlines are met.
- Evaluates and analyze financial issues and policies and recommends solutions; reviews, develops, and modifies accounting and control methods to improve existing procedures.
- Analyzes, interprets, communicates financial operating results to provide information and guidance to City officials and departments, and provides technical support to City departments.
- Acts in a support role in debt management and bond issuance to ensure the most efficient use of the City's bond capacity and borrowed monies;
- Oversees automated system requirements, and manages financial software applications.
- Responsible to coordinate the preparation of the annual budget; estimates tax assessments and other revenues; tracks revenue, expenditures, and evaluates compliance to financial plans and budgets.
- Participates in the preparation and filing of various financial statements and reports; and ensures timely and accurate reporting for both internally and outside agencies.



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- Provides professional level support to the Director of Finance in a variety of areas, including cash management, fiscal policy, city council agenda items, financial analysis, investments and a variety of complex general financial functions.
- Assists with the annual audit review, provide pre-audit preparation source documents and explanations to audit fieldwork and implements corrective measures and internal control procedures as recommended by independent audit; correct material weaknesses and internal control deficiencies as noted in the Management Letter and Comprehensive Annual Financial Report.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION, TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with a Bachelor's degree in Business Administration, Accounting, Finance or a closely related area of study. Job related experience may substitute for the required education on year-for-year basis. Five (5) years of full-time professional level accounting/finance work, and at least two (2) years of supervisory experience. Possession of Certified Professional Accountant (CPA) is highly desirable.

Knowledge of:

- Policies, procedures, and principles of record keeping and reporting, which apply to accounting and financing in municipal government.
- Debt financing, budget preparation and control, technical accounting and reporting.
- Generally Accepted Accounting Principles and internal audit procedures.
- Investments of cash reserves, technical analysis, and report preparation.
- Federal, State, County, and City rules, regulations, guidelines, and ordinances related to comprehensive Annual Financial Report (CAFR), and Government Accounting Standards Board (GASB).
- Operation of computer hardware, software, and peripherals to enter, retrieve, research, and manage accounting, auditing, misc. billing, payroll, accounts payable, and purchasing functions.
- Methods and techniques of research, analysis, interpretation, and implementation of applicable rules, regulations, policies and procedures administration and reporting and analysis.

Ability to:

- Formulate, initiate, and administer policies and procedures for effective fiscal control.
- Interpret information accurately and make decisions in compliance with applicable Federal/State/City regulations, guidelines, policies, and procedures.
- Present and communicate ideas and concepts, verbally and in writing.
- Use automated information systems.

LICENSES AND CERTIFICATES

A valid Arizona driver license will be required at the time of appointment and must be maintained throughout employment.

SPECIAL REQUIREMENTS

- Bilingual in Spanish preferred.
- Residency within 25 miles of San Luis and within the US required, San Luis residency preferred.
- Must have the ability to pass an extensive background check.



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PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided. Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment

The employee works in an office environment where the noise level is usually quiet. Certain positions within the classification may require availability to work flexible schedule.

ACKNOWLEDGEMENT:

I have received a copy of this job description on _____ and certify that I can perform the essential function of this position with or without reasonable accommodation.

EMPLOYEE PRINTED NAME

EMPLOYEE SIGNATURE