

**Classification Title: Financial Services Manager**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Manages a section of the Finance Department which may include procurement, payroll, disbursement, grants, annual financial reporting, debt service, fixed assets and/or management of accounts. Coordinates external audits and manages fixed assets as well as statutory bidding and proposal development. Ensures the timeliness and integrity of the County's financial data. Manages special projects and system work as necessary.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

| S Sedentary   | L Light  | M Medium  | H Heavy   | V Very Heavy   |
|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions   |
|---|------|---|
| 1 | S    | Prepares and/or coordinates the preparation of financial reports for the governing board, federal and state agencies, bondholders, taxpayers and other users. Analyzes reporting changes to assure continued compliance with all regulations. |
| 2 | S    | Manages the accounting functions in separate and distinct functional areas such as accounting systems, payroll, procurement and grants administration. Directs the completion of special or annual projects as assigned.                      |
| 3 | S    | Supports County departments by providing customer service and financial information and reports which include postings and billings, invoices or payroll data.  |
| 4 | S    | Researches, recommends and assists in implementing new processes or systems. Coordinates with outside vendors as appropriate.   |

**CLASSIFICATION REQUIREMENTS:**

| CLASSIFICATION REQUIREMENTS                 |   |
|---|---|
| Education                                   | Bachelor's degree in Accounting, Business Administration, Finance or related field. |
| Experience                                  | Four years of experience in financial management.                                   |
| Equivalent Education & Experience Accepted? | Yes   |
| Certification and Other Requirements        | None  |
| Reading                                     | Advanced  |

| CLASSIFICATION REQUIREMENTS            |   |
|--|---|
| Math                                   | Advanced  |
| Writing                                | Advanced  |
| Managerial                             | Receives Broad Direction.   |
| Budget Responsibility                  | Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).   |
| Supervisory / Organizational Control   | Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.   |
| Interpersonal / Human Relations Skills | Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings. |

**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary   | X | Light  | Medium  | Heavy   | Very Heavy   |
|---|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. |   | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Calculators, video equipment, computers, printers and related software

| PRIMARY WORK LOCATION                   |                     |
|---|---------------------|
| X Office Environment                    | Shop                |
| Clinic                                  | Vehicle             |
| Recreation Centers/Neighborhood Centers | Warehouse           |
| Outdoors (see 1 below)                  | Other (see 2 below) |

- (1) N/A
- (2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.