



Administrative Services Manager

Department/Division:	Administrative Services/Finance
Reports To:	Assistant City Manager/Director of Administrative Services
Provides Direction To:	Accounting Supervisor, Accounting Technicians, Human Resources Specialist.

GENERAL PURPOSE

Under administrative direction, manages Finance Division, including technical and administrative accounting and human relations staff; including the general ledger, payroll, accounts payable, accounts receivable, Federal and State grants reporting, and business licenses administration; supervises human resources, including recruitment and selection, benefits administration, training, and other services; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Services Manager provides direction and supervision for professional accounting and accounting support staff and performs diverse, specialized, and complex accounting work. The position requires greater judgment than the Accounting Technician and Senior Accounting Technician classes and exercises supervisory authority. This class receives assignments from, and reports to, the Assistant City Manager/Director of Administrative Services, which has a broader scope of functional responsibilities, external interfaces, and executive team interfaces.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Plans, organizes, controls, integrates and evaluates the work of assigned staff; maintains, reconciles, and balances a complex set of financial records, including general ledger, payroll, accounts payable, accounts receivable, grants financial auditing, and business licensing.

2. Forecasts, analyzes, monitors, compiles, designs, and prepares a large portion of the City budget; recommends changes, additions, and projects, and reviews staff expenditures to insure proper classification of expenditures per adopted budget.
3. Supervises, balances, and prepares monthly, quarterly, and annual financial statements and reports such as: Cash Condition, Proposition A, Proposition C, payroll taxes, State Controller's Report, Statement of Indebtedness, and Federal and State grants.
4. Prepares reports and information regarding City's financial matters to City Manager, Assistant City Manager/Director of Administrative Services, City Council, staff, outside agencies and general public.
5. Compiles, computes, analyzes, and records City's infrastructure to comply with reporting requirements per (General Accounting Standards Board) GASB 34; modifies and records year-end entries to reflect full accrual of City's financial status in addition to current year-end procedures to comply with GASB 34.
6. Compiles information and composes new management analysis and discussion report detailing events of financial fiscal year and impact on City for annual financial statements.
7. Analyzes City's cash position to maximize investment of idle City funds; monitors payments and schedule for tax allocation bonds, certificates of participation, loans, and long-term debt liabilities of the City.
8. Develops, supervises, and evaluates departmental goals, objectives, policies, procedures, and employee performance.
9. Supervises, calculates, directs staff, and prepares annual direct assessments for submittal to County to add to property tax rolls.
10. Supervises the human resources functions including employee recruitment and selection, compensation and benefits, third party plan administration, training, performance evaluation, and special projects.

QUALIFICATIONS GUIDELINES

It is essential that candidate possess the following qualifications:

Knowledge of:

Principles of public administration and public finance; principles, practices and procedures of accounting and auditing; State and City laws and ordinances pertaining to the financial administration of municipal government; general

management principles, practices, and procedures; municipal accounting, budgeting and investment management practices; principles and practices of human resources management.

Ability to:

Compile and analyze complex financial reports; prioritize financial tasks to meet continuous deadlines; analyze situations accurately and provide solutions and appropriate courses of action; direct and motivate staff to meet departmental standards; establish and maintain effective working relationships with City officials, employees, auditors, contractors, consultants, and the general public; utilize word processing and spreadsheet software programs; operate personal computer, ten-key calculator, and standard office equipment.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible professional accounting experience, including some supervisory experience in managing human resources is desirable.

Education: Equivalent to the completion of a Bachelor's degree in accounting, public finance, public administration or closely related field.

Licenses; Certificates; Special Requirements:

Specialized coursework or certification in human resources is desirable.

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 class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee may occasionally walk and stand and lift and carry records and documents that weigh 20 pounds or less. Access to financial records occasionally requires

stooping, kneeling, bending, and climbing a ladder may be necessary to access older records.

Installing new computer equipment requires lifting and pushing to place equipment in designated area.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple concurrent tasks under intensive deadlines; and interact with City Council members, City Manager, departmental managers, supervisors, contractors, vendors, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works under typical office conditions, and the noise level is usually quiet.