

Job Description Finance Manager

DEPARTMENT:	Finance	REPORTS TO:	Director of Finance
TITLE CODE:	8022MR	DATE:	10/30/09
POSITION CODE:	R1005521, R77520, R99706	ADMINISTRATIVE REVISION:	06/1/2015

Job Summary

Under general direction, manages staff within OCERS Finance Division; oversees staff work assignments and establishes performance goals that support OCERS objectives and mission; performs accurate, reliable and transparent financial reporting; performs related duties as required.

Distinguishing Characteristics

The Finance Manager reports to the Director of Finance; OCERS professional staff is expected to uphold the highest standards of accountability, plan sponsor focus, and system efficiency. Assists the Director of Finance in the day-to-day operations within the Finance division; performs difficult financial analysis and manages subordinate staff.

Performance Attributes

Include but are not limited to the following:

- ▶ Assists with managing the functional areas, including: Accounts Payable, Budgeting, Contributions, Investments, Financial Reporting, and Retirement Payroll.
- ▶ Ensures that all OCERS fiscal matters are conducted in accordance with accounting standards, OCERS policies and procedures, and laws, codes, rules and regulations of federal and state agencies.
- ▶ Assists in the preparation of the CAFR financial reports, and budget reports. .
- ▶ Prepares and reviews correspondence of a technical nature for executive managers.
- ▶ Ensures that the County Employees Retirement Law of 1937, Federal and State statutes, and OCERS policies are followed in the administration of the benefit programs.
- ▶ Participates in special projects for the resolution of complex issues regarding the operations and management of OCERS.
- ▶ Participates in hiring decisions, disciplinary actions and other personnel activities.
- ▶ Perform annual financial audit including researching, reconciling and reporting as well as interacting with auditors/staff.
- ▶ Financial reporting/analysis: produce financial reports, investment account reports, reserve account statements, budget reports and data analysis.
- ▶ Promote education/training for professional and personal growth, employee development and cross-training.

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- ▶ Evaluate employee performance, conduct performance reviews, collaborate with staff to establish goals and address performance deficiencies.
- ▶ Refine processes and integrate assignments to improve accuracy and efficiency of OCERS finance operations.

Minimum Qualifications

Minimum qualifications required for entry into the classification

Education and/or Experience

Graduation from an accredited university or college with a Bachelor's Degree in Accounting, Finance, Economics, Business, or closely related field.

and

Three years of progressively responsible management experience in government, public or private industry accounting. Previous experience must have included management responsibilities. Current Certified Public Accountant (CPA) license highly desired.

Special Notes, Licenses or Requirements:

- ▶ . A valid California class C driver's license or the ability to arrange necessary and timely transportation for field travel.
- ▶ May be required to use personal vehicle.
- ▶ A complete background investigation is required; a felony or misdemeanor conviction may be a disqualifying factor from employment.

Knowledge/Skills/Abilities

Sample of KSA's necessary to perform essential duties of the position

Knowledge of

- ▶ Principles, practices, and techniques of effective financial management and public administration pertaining to the planning and monitoring of the non-budgetary accounting and financial activities of OCERS.
- ▶ Accounting and auditing principles, theories and procedures applicable to the control of various accounting systems.
- ▶ Federal, State and local financial reporting requirements.
- ▶ GAAP, GASB, FASB pronouncements, generally accepted auditing standards.
- ▶ Governmental accounting principles and practices.
- ▶ Actuarial principles and accounting standards as related to pension systems.
- ▶ Laws and regulations governing investment management, fiscal operations and payroll systems.
- ▶ The County Employees' Retirement Law of 1937.

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- ▶ Functions of a custodial bank.
- ▶ Supervision and training principles, practices and techniques.
- ▶ Telephone, office and online etiquette.
- ▶ Computer applications and hardware related to the performance of the essential functions of the job.
- ▶ Memoranda of understanding as they apply to subordinate personnel.

Skills/Ability to

- ▶ Work independently under little or no supervision while completing a large volume of work and managing competing priorities and strict timelines in order to accomplish the goals and objectives of the Finance division.
- ▶ Demonstrate integrity when applying accounting management principles and practices, dealing with large amounts of money and funding, ensuring the validity and acceptance of accounting and fiscal data, and resolving accounting discrepancies.
- ▶ Identify and define actual and potential issues or concerns pertaining to the accuracy and integrity of accounting and fiscal data, use sound and logical judgment, and make effective decisions to develop resolutions.
- ▶ Read, understand and interpret complex technical accounting information and complex Federal and State governmental regulations.
- ▶ Supervise, train, coordinate and evaluate employees.
- ▶ Prepare, interpret and evaluate a variety of narrative and statistical data and reports.
- ▶ Communicate effectively in English orally and in writing with a variety of individuals representing diverse cultures and backgrounds.
- ▶ Establish and maintain working relationships with public officials, staff, consultants and others encountered in the course of work.
- ▶ Demonstrate strict confidentiality, professionalism, integrity, and compliance with applicable laws and regulations at all times.
- ▶ Use standard office equipment such as: computer, printer, scanner, fax machine, photocopier and 10-key calculator.

PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS

The following is a description of the physical and mental abilities that are customarily required to perform the essential job functions of this position.

Physical and Mental Requirements

- ▶ Speak and hear well enough to communicate in English clearly and understandably in person, over the telephone, and in small groups.

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- ▶ Vision sufficient to read fine print and a computer monitor.
- ▶ Manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a telephone, keyboard, write and use a calculator.
- ▶ Mental stamina to interact professionally with members of the Board of Retirement, Plan Sponsors, peers and members.
- ▶ Independent body mobility, agility, and stamina to stand, walk, stoop, bend, and twist, to access a standard office environment.
- ▶ Ability to sit for prolonged periods of time.
- ▶ Body strength sufficient to lift up to 15 pounds and carry files.

Environmental Conditions

- ▶ The primary work place is in an office environment, working with standard office equipment.
- ▶ Peripheral office equipment generates to a quiet moderate noise level.
- ▶ Operates in an environment that includes elected officials, non-elected officials, government agencies, community interest groups and the general public in the development and coordination of OCERS affairs.
- ▶ Out of area travel may be required to attend professional conferences and meetings.

Acknowledgement

By signing below, I acknowledge that I have reviewed and discussed the contents, requirements, and expectations included in this job description with my supervisor and a copy has been provided to me.

Employee Signature

Date

Supervisor Signature

Date

Reviewer Signature

Date