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**Finance
Department**

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Staff Report

ITEM NO. 2-2

To: Lemoore City Council
From: Cheryl Silva, Finance Director
Date: September 7, 2015 **Meeting Date:** September 15, 2015
Subject: Budget Amendment – Finance Manager Position

Proposed Motion:

Approve a budget amendment; authorize the elimination of the Executive Secretary/Housing Specialist position in the City Manager Department; and create a new Finance Manager position in the unrepresented management class, as defined in the attached job description which funding will be allocated to the Finance Department, with the position funding allocation 50% in the Finance Department and 50% in the Utility Office at a savings to the General Fund of \$31,120 and an additional cost of \$33,755 to the Water Fund.

Subject/Discussion:

The City Manager's office has a vacant Executive Secretary/Housing Specialist position and in reviewing the workload of current staff, the proposed changes are as follows:

- | | |
|---|---------------|
| • City Manager - Executive Secretary/Housing Specialist | -1.0 Position |
| • Finance Dept. - Finance Manager | + .5 Position |
| • Utility Office - Finance Manager | + .5 Position |

The Finance Manager position is a new classification that would report directly to the Finance Director. This position would be responsible for overseeing the day-to-day operations of the Finance Department, including Utility Office staff, while developing a succession plan for the Department. The cross-training is very important for the succession planning required to ensure the stability of the Finance/Utility Office in the future, as well as build capacity in the Department to work on projects such as the five-year capital improvement plan, revenue analysis and participate in reviews of operations.

Financial Consideration(s):

There is a \$64,875 decrease in the City Manager's Department Salaries and Benefits; with an increase of \$33,755 to Finance Department Salaries and Benefits; and an increase of \$33,755 to Utility Office Salaries and Benefits.

The effect of these adjustments is a savings to the General Fund of \$31,120 and an additional cost of \$33,755 to the Water Fund. The overall increase to the 2015-2016 City Operations Budget is \$2,634.

"In God We Trust"

The salary range for this position is \$5,416 - \$6,950 per Month.

Alternatives or Pros/Cons:

Pros:

- A change in position allocations will allow the Finance/Utility Office to implement a succession plan for the stability of the department.
- Builds capacity to allow for Finance to move forward with new projects and analysis.

Cons:

- Increases maintenance and operations budget in the Finance Department by \$2,634.

Commission/Board Recommendation:

Not Applicable.

Staff Recommendation:

Staff recommends eliminating the Executive Secretary/Housing Specialist position in the City Manager's Office and creation of a Finance Manager position.

Attachments:

- Resolution
- Ordinance
- Map
- Other Finance Manager Job Description

Review:

- Finance
- City Attorney
- City Manager
- City Clerk

Date:

- 9/7/15
- 9/10/15
- 9/8/15
- 9/11/15

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Finance Manager

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FINANCE MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, responsible for supervising staff; overseeing day-to-day operations; planning operational activities; monitoring departmental budget; identifying and resolving financial discrepancies; interpreting and applying community applicable codes, laws, rules and regulations; training city staff on policies and procedures; handling escalated customer service issues; coordinating activities with internal staff and external agencies; and developing in and implementing operation procedures. Oversee activities and operations of the Finance Department, including utility billing, accounts payable, payroll, purchasing, business licensing and budget activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director.

Exercises direct and indirect supervision and management over professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Assists with full management responsibility for assigned services and activities of the Finance Department, including utility billing, accounts payable, payroll, business licenses, purchasing, and assists in the preparation of the City operating and capital improvement plan budgets.
- Exhibits a service orientation toward internal and external customers and maintains productive working relationships.
- Actively manage and actively participate in the development and implementation of organizational and departmental goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensure staff is trained; ensure employees follow policies and procedures; maintain a safe working environment; and, provide hiring, termination, and disciplinary recommendations.

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Finance Manager

- Plan and oversee the daily operations of the organization's financial activities. Review and provide guidance and approval in daily processing activities ensuring accuracy and compliance with applicable state, federal and local regulations and with generally accepted accounting principles.
- Manage audits, identify discrepancies and implement corrective actions.
- Research and analyze fiscal data and information. Develop and prepare related reports. Provide assessments and recommendations.
- Provide training, explain and interpret applicable policies, procedures and regulations.
- Respond to questions and requests for information from staff and the general public. Research and resolve escalated disputes and issues. Collaborate with internal and external representatives to resolve issues.
- Develop, implement, and administer operating policies and procedures and monitor compliance. Develop and implement department budget. Monitor expenditures to ensure compliance with approved budget.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Oversee utility billing cycles including collections and the creation of new accounts; prepare reports on potential changes to utility billing.
- Supervise accounts payable functions including processing of invoices; review warrant registers prior to payment to vendors.
- Receive and approve payroll information including payroll warrants and warrants for taxes and deductions.
- Assist in the monitoring and accounting for all City debts.
- Participate in annual City audits; meet and confer with auditor; compile all necessary information; research and explain areas of concern.
- Serve as the liaison or designee for the Finance Department with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Provide responsible staff assistance to the Finance Director.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting and financial services.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

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Knowledge of:

Operational characteristics, services and activities of a municipal financial management program.
Principles and practices of accounting and financial management.
Principles and practices of program development and administration.
Methods and techniques of auditing.
Principles and practices of payroll administration.
Principles and practices of municipal budget preparation and administration.
Principles of business letter writing and basic report preparation.
Principles and procedures of financial record keeping and reporting.
Intermediate mathematical principles.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive financial management program.
Oversee, direct and coordinate the work of lower level staff.
Plan, organize, direct and coordinate the work of lower level staff.
Supervise, train and evaluate staff.
Manage and/or supervise all City accounting functions.
Participate in auditing activities.
Participate in the development and administration of division goals, objectives and procedures.
Administer large program and department budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible accounting and financial management experience including two years in a responsible supervisory capacity, with two years' of experience in municipal accounting.

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Training:

A Bachelor's Degree from an accredited college or university with major course work in business administration, accounting or a related field required.

A Master's Degree, Certified Public Accountant or equivalent is preferred.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays.

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Ability to lift up to 25 pounds.

Created 9/10/15