

*Code: 1349*

*Title: FINANCIAL MANAGER*

**SUMMARY:** Responsible for the planning, operation and management of the financial operations for a centralized services department.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and manages the financial operations for a centralized services department;  
Conducts financial planning and research including short - and long-range financial forecasting;  
Assists management in the development and preparation of the departmental budget;  
Monitors revenue and expenditures for the department;  
Establishes financial internal controls consistent with generally accepted accounting practices, to ensure appropriate reconciliation, processing, and reporting of financial data;  
Participates in the development of department policy and procedures, strategic planning, quality management, and other departmental management activities;  
Resolves operational issues affecting the financial activities of the department;  
Provides input, coordination and assistance in the development, modification and implementation of new and existing automated financial systems;  
Develops and recommends improved accounting internal controls and procedures;  
Reviews departmental accounting and financial operations procedures to ensure conformance with County policies;  
Manages, supervises, trains and evaluates professional and paraprofessional staff;  
Reviews and analyzes changes in legislation, ordinances and other regulatory instruments and develops recommendations regarding effects on departmental functions  
Functions as the department's financial liaison with other County departments;  
Coordinates financial and accounting data collections and reporting;  
Interacts with other County departments, divisions and officials;  
May represent the Director at meetings and functions.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- accounting principles, practices and methods;
- the application of management information systems to automated accounting systems;
- applicable administrative and operational policies and procedures of the County;
- Federal and State laws and regulations affecting accounting operations;
- the principles and practices of management, supervision and public administration.

Skill in:

- designing, installing and modifying internal controls for major accounting systems;
- analyzing automated financial systems for operational efficiency;
- training professional staff in the use of financial automated systems and applicable County policies and procedures;
- applying accounting principles to operational procedures;
- applying administrative and operational policies and procedures to accounting operations;

- applying Federal and State laws and regulations to accounting operations;
- communicating effectively, both orally and in writing;
- managing, supervising, planning and evaluating assigned resources.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in accounting, finance, or a closely related field as defined by the Appointing Authority and five years of professional accounting experience, and two years of supervisory or management experience. (The two years of supervisory or management experience may be concurrent with the aforementioned professional accounting experience.)

OR:

(2) Two years of experience with Pima County as an Accounting Operations Supervisor.

OR:

(3) One Year of experience with Pima County as a Finance Accountant Supervisor.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.