

FINANCIAL PROGRAM MANAGER I

JOB PURPOSE AND SUMMARY

Supervises, plans, and coordinates the activities and operations of professional, paraprofessional, and administrative staff responsible for providing a variety of accounting and financial programs and services. Analyzes complex financial data and prepares detailed financial reports in support of County investment, debt management, accounting, and auditing programs. Coordinates assigned activities with other divisions, outside agencies and the general public. Provides highly responsible and complex staff assistance to a Division Manager.

CLASSIFICATION DISTINCTION

This is the first level in the Financial Program Manager series. Incumbents work under the general direction of a Finance or Division Manager with responsibility for independent initiative and judgment. This level is distinguished from the Financial Program Manager II by the nature of the work unit supervised and the impact of the work performed. Positions at this level require a thorough knowledge of the assigned discipline, procedures, policies, and related laws and regulations and experience in relating principles and practices to the resolution of situations.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Provide professional managerial support in the administration and development of the County's financial and auditing activities and programs.
- Coordinate the organization, staffing, and operational activities for the assigned program(s).
- Participate in the development and implementation of goals, objectives, policies, and priorities for the assigned program(s); identify resource needs; recommend and implement policies and procedures.
- Select, train, motivate, and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct, coordinate, and review the work plan for program activities; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
- Plan, implement, and manage financial programs and projects including conducting research, analyzing data, and preparing detailed and complex reports.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

- Participate in the development and administration of the assigned program budgets; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Coordinate program activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Division or Finance Manager; prepare and present staff reports and other necessary correspondence.
- Prepare annual financial reports for the County; research, analyze, and evaluate statistical information and trends; monitor and approve accounting input and output. Conduct special projects as assigned.
- Analyze, design, document, and modify complex automated financial computer programs and procedures to improve system efficiency.
- Reconcile financial report information and bank statements; make bank deposits.
- Conduct operational and financial audits as required
- Perform related duties as assigned.

QUALIFICATIONS

Positions at this level typically require a Bachelor's degree in accounting, business or public administration, or a related field and four years of increasingly responsible accounting, banking, investment, and debt management experience, and supervisory skills and abilities. Certification as a CPA (Certified Public Accounting) is desirable.

Any combination of education, experience and qualifications that would provide the required knowledge and abilities will be considered.

KNOWLEDGE, SKILLS AND ABILITIES (varying according to area of assignment)

Knowledge of: principles and practices of financial analysis; research and report preparation; operational characteristics, services, and activities of assigned program; modern and complex principles and practices of accounting; principles of budget preparation and control; principles of supervision, training, and performance evaluation; modern office procedures, methods, and equipment including computerized accounting systems; pertinent Federal, State, and local laws, codes and regulations.

Ability to: manage and coordinate the work of supervisory personnel; plan, implement, and manage multiple financial programs and projects; coordinate the activities of a variety of County service areas in the preparation of comprehensive financial reports; analyze, document, and modify automated financial computer programs and systems; understand and interpret financial information; use computerized financial reporting systems; select, supervise, train, and evaluate staff; interpret and explain County accounting and financial policies and procedures; prepare clear

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and concise reports; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of County and other government officials, community groups, and the general public.

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