



City of Pacific Grove
Established Date: 12/18/2013
Revised Date: 5/7/2014

ASSISTANT FINANCE MANAGER

SUMMARY: Under general supervision, manages a variety of technical accounting and risk management functions for the City; manages claims processing, liability issues, payroll, cemetery office, hyperbaric chamber and business license functions, and supervises accounting staff in the Finance Department

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists the Finance Director with managing accounting operations and staff, including payroll accounting and reporting functions, business licensing, budget and accounting research, and the timely and accurate reporting of financial and technical information.
- Manages City risk coverage activities and claims processing; reviews and investigates claims, develops and updates case files and database, responds to inquiries, assists with negotiations, ensures that procedural and legal requirements are met, and prepares status and summary reports.
- Manages liability claims cases; assists claimants with information and procedural questions, reviews internal hazard assessments, investigates and documents City losses and costs, prepares claims against others, recommends approval/denial of claims, processes payment requests, oversees claims budgets, and coordinates claims procedures.
- Serves as program director for Public Agency Risk Sharing Authority of California (PARSAC); manages risk documentation, data, and reports for leases, properties, vehicles and equipment.
- Using knowledge of Finance Department policies and procedures, processes payroll and technical accounting documents, reviews and balances accounts, develops financial reports and forecasts, analyzes technical accounting information, and develops recommendations and summary reports.
- Manages administrative functions of City cemetery; services and sales, budget, staff supervision, coordinates with Public Works ground personnel.
- Serves as contact for Downtown Business Improvement District (BID) and Hospitality Improvement District (HID) for annual reports and budget presentation
- Serves as support staff for City Hyperbaric Chamber function regarding volunteer staffing, reports and insurance requirements.
- Administers appropriate access levels to financial accounting software.
- Assists City staff to resolve technical issues; updates, reviews, and researches technical records.
- Monitors budgets and accounting transactions, and resolves funding and procedural issues within scope of authority; reports discrepancies and variances to Administrative Services Manager.
- Works with department managers to identify solutions to improve safety and reduce liability.
- Leads the City injury and illness prevention plan for compliance with OSHA requirements; manages special City services and programs as assigned.
- Supervises staff, assigns priorities, and assigns tasks and projects; trains staff, and conducts performance evaluations; meets regularly with staff to discuss workload, priorities, and technical issues.
- Provides customer services, responds to requests for information, and resolves complex customer service issues; updates, retrieves, and releases information according to state and federal law.

- Leads the training and cross-training of Finance staff.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor’s Degree in Finance, Business or Public Administration; AND three years of government accounting and risk management experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Municipal policies and procedures.
- Generally Accepted Accounting Principles for public sector accounting.
- Applicable state and federal statutes, rules, and regulations governing payroll and benefits accounting.
- Specialized City and state agency accounting and payroll software applications.
- City and state procedures for handling confidential material, and access to personnel records.
- State, federal and local laws, statutes, rules, ordinances, codes, regulations, and standards governing public safety and response activities, including California State and Federal Emergency Management Agency (CalEMA/FEMA) guidelines, and National Incident Management System (NIMS) standards.
- OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.
- Customer service standards and protocols.
- Business and personal computers, and financial spreadsheet software applications.

Skill in:

- Working independently to perform a wide variety of accounting functions, using knowledge of Finance Department policies and procedures.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Meeting deadlines and strict time frames for processing payroll, technical documents, and reports.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Understanding and applying City policies and procedures, and applicable federal and state regulations.
- Analyzing safety and security issues, interpreting laws and regulations, and developing solutions.
- Conducting investigations, evaluating facts, and developing reports and recommendations.
- Entering complex numerical data into a computer system with skill and accuracy.
- Explaining City policies and procedures while exercising the highest degree of confidentiality.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver’s License may be required. Specific technical training and certifications may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.