



Finance Manager

Class Code:
5016

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: February 24, 2020

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under administrative direction , the Finance Manager manages the financial, budget and facilities systems, functions and operations of the Court; and performs other related duties as assigned.

DISTINGUISHING FEATURES

The Finance Manager reports to the Finance and Facilities Director, and is responsible for the supervision of staff in at least three technical program areas such as accounts payable, banking and deposits, budgets, collections, financial hearing office, general ledger, grant administration, grant accounting, payroll, and procurement. The Finance Manager assists in the program planning, systems design and quality of operations for the Division. The classification is distinguished from the Finance and Facilities Director, which has overall management responsibilities for all functions and activities in the Division and is a member of the Court's executive team. It is distinguished from the classification of Principal Analyst in its management of multiple technical finance program areas and functions, as well as first line supervision of analysts and other multi-disciplinary professional and support staff in the Division.

EXAMPLES OF DUTIES:

NOTE: The following are typical duties performed by employees in this classification.

1. Assists in the planning, directing and coordinating the activities related to budget development and administration, fiscal and trust accounting, revenue collections, purchasing, capital planning, banking, facilities management, grant administration, contract administration, and other related administrative support operations.

2. Plans, directs, organizes, coordinates, monitors and evaluates the overall fiscal and financial

operations of the Court; prescribes, controls and audits court accounting and financial systems; directs the development and implementation of court-wide fiscal policies and procedures and financial control system audits; and oversees operational or procedural changes need to ensure audit compliance.

3. Directs the development of the annual Court budget, prepares quarterly budget projections, and monitors revenue and expenditure transactions

4. Prepares and presents financial reports and advises the Director, Executive Officer and the Executive Team on financial matters and conditions; conducts fiscal analyses and prepares cost projections.

5. Verifies the legality of expenditures within the Court; makes and implements recommendations to improve the cost effectiveness of court operations; identifies operational problems and formulates appropriate solutions.

6. Interacts with Judicial Council staff regarding budget preparation and reports; provides staff support to Court judicial representatives on Judicial Council budget-related working groups or committees; and facilitates meetings, including court operations committees and workgroups.

7. Selects, trains, evaluates, coaches and disciplines staff, directly and through subordinates; maintains records for continuing supervision and management of the workload, operations and programs.

8. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Option I

The equivalent of two years of full-time experience in the class of Principal Analyst or in an equivalent or higher level classification in the performance of Finance related activities at the Superior Court of California, County of Alameda.

Option II

Experience:

The equivalent to six (6) years of full-time supervisory or management experience responsible for administration of a major division in the Superior Court of California, County of Alameda

Or Option III

Education:

Graduation from an accredited college or university with a Bachelor's degree.

Substitution:

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2080 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

And

Experience:

The equivalent to four (4) years of full-time professional-level experience in accounting, auditing, budget preparation/monitoring, collections, financial/fiscal analysis, legislative/administrative policy analysis or complex program development. Two years of the required experience must have been in a supervisory capacity.

Substitution:

Possession of a Master's Degree from an accredited college or university can substitute for one year of the required non-supervisory experience.

KNOWLEDGE AND ABILITIES:

Knowledge of Federal, state, and local laws, codes, regulations and standards related to auditing and financial control of a public agency; accounting and auditing principles, methods and techniques; principles and techniques of budgeting, fiscal analysis and program management; financial techniques for short-term and long-term financing instruments; finance and accounting practices in the private and public sector; methods of leadership, principles and practices of supervision and training; principles and theory of public administration, including general administration, fiscal management and information technology management.

Ability to plan, organize, direct and evaluate the activities of staff prepare annual budget and monitor expenditures and revenue; prepare and present financial reports and advise executive management on financial matters and conditions; direct the development and implementation of administrative policies, procedures, plans and programs; analyze complex problems and identify logical solutions; investigate, analyze and evaluate procedures and effect changes as needed; establish and maintain effective working relationships with staff, judicial officers, members of the legal community, public officials, media and representatives from outside agencies; communicate effectively orally, and in writing, to include public presentations on court activities, functions and issues, and preparation of executive correspondence and reports; lead, develop and motivate individuals to meet goals and objectives; enthusiastically and effectively deliver high quality services; meet deadlines; organize and prioritize work; and create innovative and cutting edge budget and finance programs.

CLASSIFICATION HISTORY:

Date established: February 24, 2020