

CONEJO RECREATION & PARK DISTRICT

Job Title: Finance Manager

Division: Management Services

Summary:

Under general direction, plans and manages policies and programs relating to all phases of Accounting, including preparation and maintenance of District financial records, reports and systems and payroll for Conejo Recreation & Park District (CRPD) and Mountain Recreation & Conservation Authority (MRCA); and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns and manages the Finance department of the Management Services division and provides professional support to MRCA; interprets and communicates District and MRCA policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff; establishes performance requirements and regularly monitors, evaluates and addresses performance.
- Contributes to the development of and monitors performance against the annual District budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Develops, implements, maintains and provides internal consulting to directors, managers and employees on the administration of District financial accounting and payroll policies and procedures and the interpretation and application of Board Policies, Ordinance Manual and state and federal laws governing financial management.
- Recommends accounting policies, procedures and internal controls to ensure the integrity of District financial operations and compliance with all legal requirements.
- Provides complex professional and technical duties in the administration of District financial, accounting, payroll and auditing programs and activities; prepares and posts journal entries, verifies data and ensures the appropriate classification of transactions to accounts based on generally accepted accounting principles and applicable governmental and District accounting policies and procedures.
- Approves payroll and sets up payment of payroll-related funds and transfers.
- Analyzes and reconciles expenditure and revenue accounts, manages cash flow, verifying availability of funds; performs bank reconciliations; researches and analyzes transactions to resolve discrepancies and posts correcting entries.
- Reviews and approves accounts payable transactions including oversight of the CalCard program and payments to contractors and vendors to ensure compliance with expenditure amounts, terms and contract/agreement provisions.
- Participates in forecasting revenues and expenditures and assists in developing, implementing and administering District operating and capital budgets; analyzes and works with District

managers and staff to determine and report on the causes of budget variances; monitors inter-departmental and partner cost allocations and actual expenditures.

- Serves as subject-matter expert; tests and ensures financial enterprise system integration with other District systems is accurate and meets District standards; participates in the evaluation of new applications and system upgrades.
- Coordinates annual audits with the District's external auditors; prepares audit schedules and responds to questions and requests for records and documents from auditors; supports the District with information for Board presentations as well as other auditing activities.
- Participates in the preparation of periodic and regular financial reports and statements; prepares the Board Investment Report and other necessary financial forms and documents.
- Establishes and maintains electronic and physical files and records relevant to the administration of Accounting.

Other Duties and Responsibilities:

- Represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- May be required to drive District or personal vehicle.
- Exempt employees may be required to work nights and weekends.
- Participates during disasters or when emergency response is needed.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: graduation from an accredited four-year college or university with a bachelor's degree in finance, business, accounting or a related field, and at least five years of progressively responsible accounting, budgeting and financial administration experience; or an equivalent combination of training and experience.

Language Ability:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to research and write reports, business correspondence and procedure manuals. Ability to make formal and informal presentations at Board meetings, employee meetings and public forums.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to apply financial, budgeting and accounting principles in

accordance with Generally Accepted Accounting Procedures (GAAP), Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to understand, interpret, explain and apply Board, state and federal laws, codes, regulations, policies and court decisions governing the District's and MRCA's financial management programs.

Ability to research and analyze a variety of administrative and financial management problems, collaborate with administrators, managers and staff, and provide expert advice and counsel to develop solutions to complex issues.

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.
- Department of Justice fingerprint clearance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.

Other Required Skills:

Use of word processing, spreadsheets and database programs including utilizing enterprise accounting and information systems and query tools to extract data from databases for interpreting and communicating data.

Ability to exercise tact and diplomacy in dealing with sensitive and complex financial issues and employee situations.

Maintain confidentiality of information and work products.

Supervisory Responsibilities:

This position manages the Finance department and performs the full range of supervisory responsibilities for assigned staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and may be required to work some overtime. The work environment is subject to low to moderate noise levels, frequent contact with internal and external customers and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may sit or stand for extended periods and is regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms.

Duties require close vision and the ability to adjust focus. The employee is occasionally required to lift up to 10 pounds.

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Revised 4/4/24

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.