



## Finance Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
697	Exempt	2 - Professional	AFSCME	9	10/14/98	1068	1 of 2

**DEFINITION:** Under general direction of a Finance Manager, using critical skills for this series, plans, organizes and directs significant functions or projects in the Finance area, including such functions as integrating new technology into operational aspects of Finance, analyzing and recommending revisions to workflow, process improvements, etc.; may represent Finance on various internal and external committees and projects; coordinates assigned functional areas and project activities with the strategic needs of other sections, departments and the District; provides highly responsible technical management support to assigned Finance Manager. Provides direct supervision over assigned supervisory, professional, technical, consultant/contractor and administrative support staff; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** This classification has management responsibility for the implementation of technology improvements in Finance and may oversee specific functions and projects including process improvement, workflow changes, and maintenance of existing Finance Information Systems from a business functional perspective.

**EXAMPLES OF DUTIES/FUNCTIONS:** Duties/functions may include, but are not limited to, the following:

- plans, develops and oversees acquisition and implementation of technology projects for the Finance Department;
- implements section, departmental and District goals and objectives;
- assists in the development and implementation of policies and procedures;
- plans, organizes, administers, reviews and evaluates the activities of assigned supervisory, technical, contractor/ consulting, and administrative support personnel;
- supervises and manages assigned staff, including assisting in the selection of employees, providing for their training/professional development, and being responsible for staff morale, productivity, discipline, complaint and grievance handling;
- evaluates operations and activities of assigned functions and projects;
- implements improvements and modifications;
- prepares various highly complex reports on Finance functions and activities;
- participates in budget preparation and administration;
- monitors and controls expenditures of assigned functions and projects;
- works closely with all other sections, divisions and departments to ensure the delivery of efficient and effective services;
- performs and oversees complex statistical, data analysis, and implementation projects;
- travels to District work sites and locations within or outside the District to oversee programs and projects;
- works effectively with employee organizations on various issues and programs;
- builds and maintains positive working relationships with fellow managers, other District employees and the public using principles of good customer services;
- prepares reports, correspondence and other documents regarding a variety of assigned Finance related subjects and issues;
- develops findings, alternatives and recommendations for higher level management;
- uses computers and appropriate software to carry out functions.

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**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Maintenance-related business and management practices; supervision, training, performance evaluation, motivation, team building and conflict resolution; budget development and administration; pertinent District functions, policies, rules and regulations; modern office procedures, methods and computer equipment/software;

**Ability To:** Organize, implement and direct as assigned Finance functions and projects; exercise sound independent judgment; accurately interpret and implement pertinent District and departmental policies, procedures, laws, and rules; communicate effectively both orally and in writing; compile and effectively analyze highly complex information and reports; plan, organize and schedule priorities; analyze complex problems, evaluate alternatives and make creative and sound decisions and/or recommendations; evaluate the impact and cost effectiveness of alternative approaches and concepts; prepare clear, concise and effective written reports, correspondence and other materials and prepare them using a personal computer and assigned software; develop effective and collaborative working relationships with fellow managers, supervisors, employees and others in the course of carrying out assigned duties; effectively manage assigned staff and consultants.

**Education/Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, computer science, Finance/Accounting, or a related field.

**Experience:** Equivalent to at least three years of increasingly responsible supervisory or management level experience in managing complex Finance-related functions and projects.

**License/Certification:** None.