

Market Range Detail - Finance Manager

Effective Date

September 19, 2011

Market Range Title Description

Positions in this market range title are responsible for managing the budget and financial activities for a medium-sized to large-sized department. Work is accomplished through a staff of supervisory, professional and administrative financial and accounting positions. Supervisory responsibilities include hiring staff, evaluating staff performance, coaching and disciplining staff, and providing professional development.

Placement in this market range title is based on the combination of a number of factors including, but not limited to: type of financial activities managed, size of department, size and complexity of budget, number, type, and complexity of funds, number and type of staff supervised.

The Finance Manager works in collaboration with the County's Office of Management and Budget and Department of Finance to ensure that the department consistently applies and is in compliance with the County's financial plans, policies, procedures, and practices and state and federal laws.

Job duties typically include: overseeing and monitoring department financial operations; assisting executive management in the development of financial plans and goals; participating in department strategic planning; evaluating financial operations to ensure that they are in compliance with County policies and procedures and state and federal laws; overseeing and monitoring department expenditures; performing financial analysis including forecasting, cost projections, cash flow analysis, etc.; directing the development and submission of the department's annual budget; providing guidance to department management on financial and budgetary matters; overseeing department accounts receivable and payables; performing cost/benefit analyses; overseeing and administering the department's grants and grant reporting requirements; preparing and analyzing financial reports; recommending and implementing strategies to improve department financial operations; resolving complex financial and budgetary issues; leading special projects.

The Finance Manager is differentiated from the Finance Manager – Large in that the latter has a greater scope of responsibility in managing all financial activities for a complex department with a budget larger than \$50 million with multiple, diverse, unique and challenging funds and reports directly to department executive management at the level of deputy director or above.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$29.35	\$36.46	\$43.57

Likely Minimum Qualifications

- Bachelor's degree in finance, accounting, business administration or related field.
- Four years of professional level finance experience.
- Prior lead or supervisory experience preferred.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Finance Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.