



## SENIOR MANAGER OF FINANCE

JC: 000333

PB: 10

FLSA: Exempt

BU: 95 (NR)

Created: June 2021

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, develops, organizes, administers and directs the activities of multiple divisions of the Finance Department; supervises and evaluates staff directly and through subordinate managers; develops and implements goals, policies, procedures and standards of work for assigned areas; and performs other duties as assigned.

### **CLASS CHARACTERISTICS**

This senior manager level classification is unique to the Finance Department and has responsibility for managing, administering, and implementing multiple programs and policies, and is responsible for developing and implementing policies and strategies related to the delivery of financial services. The Senior Manager of Finance is distinguished from Manager level classifications in the Finance Department in that the latter is responsible for managing the day-to-day operations of one functional area in the department, whereas the former is responsible for managing multiple functional areas in the department and developing policies and strategies with Districtwide impact.

### **REPORTS TO**

Assistant Controller or designee

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

1. Oversees and directs multiple functional areas of the Finance Department, including at least two of the following divisions: General Accounting, Accounts Receivable and Billing, Payroll, Time and Accounting Administration, and/or Financial Reporting.
2. Manages, trains and evaluates all assigned staff either directly or through subordinate managers and supervisors; and, makes or recommends final decisions regarding policies, operational matters, and administrative procedures.
3. Directs and/or performs a variety of complex financial, statistical, budgetary and accounting analyses and reporting functions.
4. Monitors, reviews, and ensures assigned areas adapt to changes in applicable legal and procedural requirements.
5. Assists in the identification, development and implementation of departmental goals, objectives,

policies, and priorities; assists in the determination of resource allocation and levels of service according to established policies.

6. Receives and analyzes financial reports; directs the preparation of monthly and annual reports; directs the gathering and analysis of information and reports necessary to document and evaluate processes.
7. Directs the allocation of resources to achieve timely outcomes and measurable goals; adjusts plans and programs to meet emerging or new demands, while continuing to address major departmental and District priorities.
8. Monitors and evaluates the effectiveness of service delivery processes and systems, organizational structure, staff performance, financial systems, and other overall operations; identifies, recommends and implements alternative approaches and improvements as needed.
9. May serve as liaison for the Department with other departments in the District, policy-making officials, and officials of outside agencies; explains laws, regulations, procedures, policies, and programs to a variety of stakeholders; identifies and resolves difficult and complex issues and problems.
10. May plan, develop, implement or direct major or complex projects or programs that have significant Districtwide impact; directs the research of complex, highly technical issues; analyzes alternative solutions or approaches; recommends most effective courses of action.
11. Oversees and administers budget in accordance with the approved budget for assigned areas.
12. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Generally accepted accounting and auditing principles and standards
- Applicable state, federal and local government laws and regulations
- Principles and practices of financial record keeping and reporting
- Principles and practices of program development and administration
- Management principles, including strategic work planning and resource allocation
- Principles and practices of supervision, training and performance evaluation
- Contract negotiation and administration
- Effective public speaking and presentation

### **Skill in:**

- Interpreting and applying general governmental accounting principles and practices
- Utilizing generally accepted auditing standards, including governmental auditing
- Planning, organizing and directing complex financial operations and programs
- Selecting, supervising, training and evaluating staff
- Developing and implementing strategic planning processes

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- Identifying, analyzing, and reporting upon activities, issues, and programs and recommending appropriate solutions
- Establishing and maintaining effective working relationships

### **MINIMUM QUALIFICATIONS:**

#### **Education**

Possession of a Bachelor's degree from an accredited college or university in Accounting, Business Administration, Public Administration or a closely related field.

#### **Experience**

The equivalent of five (5) years of full-time progressively responsible experience in accounting, auditing, payroll, and/or related public sector fiscal operations. At least two (2) years of the required experience must have included management level responsibilities.

#### **Substitution**

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

Office environment; exposure to computer screens.

#### **Physical Conditions**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** Executives/Managers  
**Census Code:** Financial Managers  
**Safety Sensitive:** No