

Market Range Detail - Finance Manager (Large)

Effective Date

September 15, 2014

Market Range Title Description

Positions in this market range title are responsible for overseeing and managing all budget and financial activities for a complex department comprised of multiple, diverse and unique divisions with a budget larger than \$50 million. This market range title is reserved for positions that manage comprehensive financial operations and exercise a great amount of authority and independence in making complex financial decisions and providing significant input and guidance directly to the department deputy director and director. Placement in this market range title is determined based on the evaluation of a number of factors including, but not limited to: department size, total expenditure budget size, number of activities and differences in programs, percentage of budget expenditures in personnel costs, number and complexity of funds, and type and number of staff supervised. Positions report to department executive management at the level of deputy director or above.

The Finance Manager, Large 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.

Incumbents manage all department financial activities including: accounting, budget, finance and, grant administration and reporting. Positions may also oversee other administrative functions such as contract administration, procurement, payroll and human resources. Work is accomplished through a staff of supervisory, professional and administrative financial and accounting positions. Supervisory responsibilities include providing leadership to staff, hiring staff, evaluating staff performance, coaching and disciplining staff, and providing professional development.

Job duties typically include: overseeing and monitoring department financial operations; assisting the deputy director, director or assistant county manager 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 a broad range of financial and budgetary matters; overseeing department accounts receivable and payables; performing cost/benefit analyses; overseeing and administering the department's grants and grant reporting; preparing and analyzing financial reports; recommending and implementing strategies to improve department financial operations; resolving the most complex financial and budgetary issues; leading special projects.

The Finance Manager - Large is differentiated from the Finance Manager in that the former 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 report directly to department executive management at the level of deputy director or above.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$34.00	\$41.76	\$49.52

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.

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Likely Minimum Qualifications

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

Working Titles

- Finance Manager

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