

FINANCE MANAGER /HUMAN RESOURCES GENERALIST I/II**SALARY RANGE****\$49.908 - \$68.636 Hourly****\$8,650.76 - \$11,896.82 Monthly****\$103,809.16 - \$142,761.87 Annually****DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and performs difficult and complex professional and technical support related to the processing of financial transactions, preparing and reconciling financial and accounting records and reports, completing professional accounting work to ensure regulatory compliance with governmental accounting standards. Maintains and improves SBCAG's financial system; administers current and long-term financial planning activities; provides highly complex and responsible support to the Chief Financial Officer/Human Resources in areas of expertise. Manages employee benefits programs, payroll, recruitment, open enrollment, and provides employee relations support and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Financial Officer/Dir. Of Human Resources. Exercises no direct supervision over staff. May provide technical and functional supervision to lower-level staff.

CLASS CHARACTERISTICS**Finance Manager/Human Resources Generalist I**

This is the first level class in the Finance Manager/Human Resources Generalist series. Initially, under more direct supervision, incumbents in this class learn to provide professional level support to the Chief Finance Officer/Human Resources. As the incumbents' breadth of knowledge and experience increases and their assigned responsibilities increase, the incumbent may be considered for movement to the higher classification of Finance Manager/Human Resources Generalist II. Positions at this level usually perform most of the duties required of the Finance Manager/Human Resources Generalist II level but are not expected to function with the same amount of skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Assignments and objectives are set for the employee and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes.

Finance Manager/Human Resources Generalist II

This is the advanced level class of the Finance Manager/Human Resources Generalist series. At this level, the Finance Manager/Human Resources Generalist is expected to manage, oversee, coordinate, and participate in all activities related to finance, accounting and human resources. The incumbent organizes and oversees day-to-day financial processing, reporting, and record keeping activities. Additionally, incumbent oversees benefits programs, recruitments, open enrollment, contracts, and payroll. Responsibilities include performing diverse, specialized, and

complex work. The incumbent is responsible for providing professional level support to the Chief Finance Officer/Human Resources in a variety of areas. Successful performance of the work requires knowledge of SBCAG functions and activities, and the ability to develop and implement financial and accounting programs and implement Human Resources policies, procedures and services.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the operations and activities of SBCAG's accounting, finance and human resources programs and functions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions.
- Reviews reports to ensure that revenues and expenditures appear reasonable and coded to the appropriate funds and makes necessary corrections.
- Assists in the management of the annual audit by preparing closing journal entries and audit schedules; provides expert assistance and information to outside auditors during annual and mid-year audits, including answering questions, gathering data, and compiling reports.
- Completes multiple schedules, narratives and work papers for auditing by an independent firm.
- Reviews TDA, STA and Public Transit reports prior to finalization and notifies audit staff and agencies of any discrepancies.
- Prepares and files the State of California Transportation Planning Agency Report.
- Assists in the calculation of the indirect cost rate.
- Calculates appropriations limits to determine Measure "A" compliance.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; reviews and approves revenue allocations, disbursements, and other accounting transactions to ensure accuracy; prepares journal entries to post transactions to accounting records.
- Tracks grant expenditures in order to maximize grant funding
- Prepares and submits invoices to state, federal and local agencies and prepares close out reporting upon the expenditure of all funds.
- Manages the agency wide credit card program.
- Provides monthly reporting on the Overall Work Program and Budget.
- Assists in the processing of biweekly payroll in ADP and maintenance of payroll databases.
- Supports the human resources function in the areas of benefit programs, recruitment, open enrollment, classification and compensation systems.
- Assists the human resource operations that include payroll, benefits administration and employee relations.
- Performs other duties as assigned.

In addition to the above, the Finance Manager/Human Resources Generalist II:

- Plans, manages, oversees operations, and participates in the activities of SBCAG's accounting, human resources, finance programs and functions.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules;
- Oversees the preparation of new-year, mid-year, year-end reporting, including the Comprehensive Annual Financial Report (CAFR), single audit in concert with the Chief Financial Officer/Human Resources.

- Calculates the indirect cost rate and prepares submittal package to Caltrans by analyzing actual costs to be included.
- Provides highly complex staff support to the agency; develops and reviews staff reports and other necessary correspondence related to assigned activities and services;
- Provides support in the development, monitoring and reporting of public agency bond financing.
- Maintains the accounting and ADP payroll system and oversees changes to the agency's financial system and ADP modules, reporting, upgrades and enhancements.
- Participates in the development and administration of the annual Overall Work Program and Budget and the annual financial audit of SBCAG's fiscal operations.
- Provides highly complex staff assistance to the Chief Financial Officer/Human Resources relating to financial, administrative and human resource matters.
- Provides input on project and program issues, policy, and strategic direction.
- Monitors Overall Work Program (OWP) and budget expenditures, makes recommendations for adjustments; assists in the preparation of staff reports and/or administrative requests for adjustments.
- Manages the human resources function in the areas of benefit programs, recruitment, open enrollment, classification and compensation systems.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Finance Manager/Human Resources Generalist I

- Principles and practices of public agency finance, including general and governmental accounting, auditing, budgeting and reporting functions.
- Overall Human Resources functions in a public agency.
- Record keeping principles and procedures.
- Staff report preparation and presentation, inclusive of power points, charts and graphs.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing SBCAG in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the agencies, vendors, contractors, and SBCAG staff.

Finance Manager/Human Resources Generalist II, in addition to above:

Knowledge of:

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility as well as general human resources principles and practices.
- Human Resources functions including benefits, compensation, classification and recruitment systems including current and evolving employment law practices, procedures, and employee relations including related legal guidelines and procedures.

- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Recent and on-going developments, current literature, and sources of information related to fund administration and programming.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Direct or indirect supervisory and management practices.

Finance Manager/Human Resources Generalist I

Ability to:

- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports. Prepares clear and concise reports, correspondence, policies, procedures, and other written materials
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively represent the department and SBCAG in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals
- Support a culture aligned with SBCAG's Mission and Values

Finance Manager/Human Resources Generalist II

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, assign, review, and evaluate the work of administrative staff and train staff in work procedures.
- Manage finance, accounting and human resources activities and special projects involving participation by diverse and varied interests.
- Manage and monitor complex programs and projects, on-time and within budget.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively represent the department and SBCAG in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Create and support a culture aligned with SBCAG Mission and Values

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from an accredited four-year college or university (or equivalent work experience) with major coursework in accounting, finance, business, or public administration, or a related field. Familiarity with Human Resources principles and practices required.

Finance Manager/Human Resources Generalist I - At least three (3) years of progressively responsible professional accounting and finance work experience, preferably in the public sector.

Finance Manager/Human Resources Generalist II - At least five (5) years of progressively responsible professional accounting and finance work experience, preferably in the public sector.

Licenses and Certifications:

- Possession of a valid Class "C" California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various SBCAG meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining SBCAG policies and requesting and providing information.