

The Maryland-National Capital Park and Planning Commission

TITLE:	Finance Manager I	GRADE:	J	CODE:	2180
SERIES:	Accounting and Finance	DATE:	1/13/88	REV:	4/19/91

Class Definition

Under general Direction of the Secretary-Treasurer or designee, performs professional financial management and administrative work requiring considerable knowledge of principles and practices of local government financial management systems and programs. Manages a division of limited scope for the Finance Department; or serves as Assistant Division Manager with division-wide responsibilities including overall supervision of work programs and sections of a major division such as Accounting, Information Systems, Systems Programming, or Administration. Assignments include: (1) supervision of professional, technical and other support staff; (2) planning, directing and controlling unit program(s); and (3) developing and implementing related policies , systems and procedures to control and monitor systems. Performs related duties as required.

Examples of Important Duties

1. Plans and manages a Division of limited scope in the Finance Department. Plans, administers and controls work programs. Manages budget. Defines and establishes goals, objectives and priorities. Assists in developing programs and related performance standards. Recommends and implements sound financial and administrative procedures.
2. Assists higher level Finance Manager or Secretary-Treasurer in managing a major division of the Finance Department. Responsible for overall supervision of work programs. Assists in managing division's budget. Assists in planning, administering and controlling work programs. Assists in development of programs, implementation of financial and administrative policies and preparation of annual reports of accomplishments for the Finance Department.
3. Monitors performance of work programs. Works with Commission management to assure appropriate planning and utilization of resources (fiscal, computer, personnel). Reports on work accomplishments and prepares annual reports of accomplishments for the Secretary-Treasurer.
4. Conducts financial and management studies to develop alternative policies and procedures and determine cost-benefit analysis to improve Commission's financial work programs and address problems and opportunities.

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Examples of Important Duties (Continued)

5. Supervises staff. Plans, schedules and assigns work of staff. Approves time cards and requests for leave. Evaluates staff performance.
6. Manages resources. Meets with Secretary-Treasurer and other top management and staff to define financial issues and recommend policy and procedures with respect to operating budget, administrative and personnel systems, and other department-wide matters. Provides assistance and guidance to operating units in the financial management of their program.
7. Assists higher level Finance Manager or Secretary-Treasurer in managing Accounting Division. Organizes monthly and annual closings of the ledgers, prepares related reports and prepares annual financial report. Prepares fund balances projections. Assists in establishing programs to implement sound accounting and financial policies, controls and procedures to report and evaluate the Commission's financial position and operations in accordance with governmental and accounting requirements and standards.
8. Assists higher level Finance Manager or Secretary-Treasurer in managing the Administration Division which provides overall support to Commission-wide efforts, including major functions such as systems support and financing activities and internal support to the Finance Department.
9. Assists higher level Finance Manager or Secretary Treasurer in managing the Information Systems Division and HP 3000 network. Assists in the production of major systems such as payroll and accounting. Assists in administration of program which compares actual expenditures to the budget. Assists manager in providing ongoing assistance in support of field operations.
10. Assists higher level Finance Manager or Secretary-Treasurer in managing the Systems Programming Division. Assists in managing the maintenance, development and analysis of software systems such as payroll (including direct deposit), fixed assets and the various financial systems.
11. Coordinates Commission's short-and long-term financing and debt management, including issuance of bonds, sale of tax anticipation notes and negotiation of leases.
12. Serves on committees, provides guidance and in-depth analysis and

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Examples of Important Duties (Continued)

support to monitor and develop risk management, retirement and health benefits programs. Communicates ideas. Writes a variety of correspondence and reports.

13. Coordinates externally. Responds to letters, meets with and coordinates with private sector firms, i.e., investment counselors, legal advisors, other government agencies to explain programs, seek cooperation, respond to requests and resolve complaints.
14. Conducts research. Reviews technical literature, conducts surveys, meets with private sector and governmental sector officials for exchange of information, attends professional conferences to identify new programs and methods potentially helpful to the Department of Finance. Prepares periodic administrative reports.

Important Worker Characteristics

1. Considerable knowledge of (1) accounting; (2) auditing; (3) business administration; (4) Computer Science; (5) Commission Organization*; (6) Commission policies and procedures*; (7) equal employment opportunity; (8) management; (9) Merit Systems regulations*; (10) parks; (11) recreation (12) supervision; (13) statistical analysis.
2. Skill in operation of (1) microcomputer; (2) user-friendly software.
3. Considerable ability to (1) solve complex problems involving many variables; (2) analyze data (3) read technical reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) speak clearly; (7) organize work efficiently; (8) provide courteous service.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree in accounting, auditing, business administration, information systems/computer science or related

subjects and four years of highly responsible and varied accounting experience that includes two years of lead or supervisory experience.

2. Or an equivalent combination of education and experience.
3. Certified Public Accountant certificate (i.e., Certified Internal Auditor), or three years of responsible experience in governmental financial management, accounting, computer science, or related field.