



JOB DESCRIPTION: Finance Manager

Job Title: Finance Manager
Department: Operations
Reports To: Chief Financial Officer
Classification: Regular, Full Time, Exempt
Supervisory responsibility: Yes
Salary range: Depending on Experience

Position Summary:

The function of the Finance Manager position includes significant analytical responsibilities that support the management team in a variety of financial and operational decisions. The Finance manager is responsible for managing financial analysis in such areas as forecasting, budgeting, and reviewing operational performance. The Finance manager is responsible for managing all Finance department staff and maintaining Finance related software

The role provides support to Visit California staff, through data analyses (e.g. current processes, actual performance vs. budget and prior year, budget, etc.), preparation of operational data/analyses for publication to various constituents throughout company (Marketing, Communications, Industry Relations, Operations, etc.) who rely on/benefit from the information to make informed business decisions.

Key Duties & Responsibilities:

Estimated % of Time

Activity

30%

Management

1. Maintain a documented system of accounting policies and procedures
2. Manage outsourced functions
3. Oversee the operations of the Finance department and the related accounting software
4. Manage the preparation and publication of monthly departmental and organization financial documents and ensure accuracy and adherence to financial policies, regulations and acceptable financial principles (GAAP)

50%

Financial Analysis

1. Use financial modeling to simulate financial scenarios and present potential scenarios and outcomes to management team
2. Perform a variety of advanced financial analyses to determine present and forecasted financial health of the company
3. Compile key business metrics and report on them to management
4. Engage in ongoing cost reduction analyses in all areas of the company
5. Interpret the company's financial results to management and recommend improvement activities
6. Review company bottlenecks and recommend changes to improve business processes and the overall level of company throughput
7. Compile key business metrics and report on them to management
8. Manage the capital budgeting process, based on cash flow analysis
9. Create additional analyses and reports as requested by management
10. Develop solutions for problems or situations

20%

Funds Management

1. Forecast cash flow positions and available funds for investment
2. Ensure that sufficient funds are available to meet ongoing operational requirements
3. Manage financial risks related to foreign exchange position
4. Maintain banking relationship
5. Collaborate with management on development and execution of funding strategies

Essential Qualifications:

To perform this job successfully, an individual must be able to perform each key duty satisfactorily. The individual must respect and protect the confidentiality of information acquired in the course of budget oversight responsibilities. The individual must act ethically, honestly, and responsibly in managing financial resources and information.

Bachelor's degree in finance or accounting, or equivalent business experience, is required. Minimum of ten years of progressively responsible experience for a major company or division of a large corporation. Excellent communication and presentation skills are required for presenting concepts in a clear, concise and well-organized manner, particularly in presenting the results of detailed analyses to management. Microsoft GP experience would be ideal. Demonstrated creative and critical thinking skills. Outstanding knowledge of Excels required and proficiency in Power Point preferred. Experience working independently, but within a team environment, is essential. Ability to work on multiple projects simultaneously, and ability to work in a fast-paced environment is essential.

Compensation:

In addition to a competitive salary, Visit California offers an excellent health benefit package. We also offer a fantastic PTO and holiday leave package, 401(k) plan, parking and much more!

How to Apply:

Please send your cover letter, resume, and salary requirements via email to Sacramento Staffing, help@sacramentostaffingagency.com.

Visit California has an organizational commitment to the principles of diversity and inclusion, In that spirit, we welcome all qualified individuals without regard to race, religion, color, sex, ancestry, gender, gender identity, sexual orientation, age, marital status, disability, national origin, medical condition, U.S. veteran/military status, pregnancy, or reasonable accommodation.