



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: \$58,000 - \$88,000 Depending on Experience

Position Summary:

The function of the Finance Manager position is analysis responsibilities that include support of the management team in a variety of financial and operational decisions. Responsible for managing financial analysis in such areas as forecasting, budgeting, and reviewing operational performance. Finance manager is responsible for managing finance department staff.

Provides support to Visit California staff, through information 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.

50%

Financial Analysis

1. Engage in ongoing cost reduction analyses in all areas of the company
2. Interpret the company's financial results to management and recommend improvement activities
3. Review company bottlenecks and recommend changes to improve the overall level of company throughput
4. Compile key business metrics and report on them to management
5. Manage the capital budgeting process, based on cash flow analysis
6. Create additional analyses and reports as requested by management

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 positions

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 skills are required for presenting concepts in a clear, concise and well-organized manner, particularly in presenting the results of analyses to management. Outstanding knowledge of electronic spreadsheets is required. Experience working independently, but within a team 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.