

FINANCE DIRECTOR

DEFINITION

Develops, directs and administers the activities and operations of the Finance Department, including accounting, accounts payable and receivable, auditing, budgeting, business licenses, cashier/collections, investments, financial reporting, payroll, purchasing and utility billing; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management level position. Working under general direction from the City Manager, the principal function of an employee in this class is to plan, organize and direct the administration and operation of the City Finance Department to ensure the prudent and effective management of the City's finances.

EXAMPLES OF DUTIES-(Illustrative Only)

Duties may include, but are not limited to the following:

- Develops, directs and administers the activities and operations of the Finance Department, including accounting, accounts payable and receivable, auditing, budgeting, business licenses, cashier/collections, financial reporting, payroll, purchasing and utility billing.
- Develops, administers and directs the implementation of department goals, objectives, policies, procedures, and work standards, including enhancing the overall quality of provided department services by improving existing processes; interprets and implements federal, state, and local laws and regulations, agreements, policies, and procedures.
- Works with the City Manager and other management staff to develop and administer the City's annual operating budget; prepares revenue and expenditure projections; develops, directs, administers, and monitors the annual Finance Department budget.
- Directs and manages the City's investment program and portfolio; develops and monitors investment policies and procedures to comply with prudent fiscal practices.
- Reviews, evaluates, recommends, and implements improvements to the City's financial internal control systems and procedures, and insures audit compliance.
- Coordinates the City's annual audit, reviews the audit report and writes the financial analysis section of the audit report.
- Administers and monitors a variety of grants, including working with the grant consultant to provide input on proposals, completing the fiscal reporting for grants received, ensuring compliance with grant provisions, and preparing disbursement requests.
- Prepares and/or oversees the preparation of various financial documents, including correspondence, reports, and analysis.
- Calculates utility rate adjustments in addition to leading rate development.

- Performs analytical work related to government finance and/or policy at the direction of the City Manager.
- Performs all required duties as the City's Treasurer.
- Performs general administrative work including Human Resources, Risk Management and others as assigned by the City Manager and coordinates the work of department staff in these matters.
- Selects, supervises, trains, directs, motivates, and evaluates Finance Department personnel, including making hiring and other personnel decisions, insuring proper training of personnel to implement department goals, objectives, and functions; working with employees to correct performance deficiencies, completing and reviewing performance evaluations, and implementing disciplinary and/or termination procedures.
- Represents the City Council, City Manager, and/or department on various topics related to specified areas of responsibility, including attending various meetings, serving as spokesperson to the public and the media, providing information regarding the Finance Department's operations and activities, speaking in public, and making public presentations.
- Interfaces with the City's Information Technology consultant regarding network problems and software purchases for the City.
- Communicates and coordinates regularly with city staff to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Responds to questions and comments from the public in a courteous and timely manner.
- Keeps City Manager and designated others accurately informed concerning work progress, including present and potential opportunities and challenges and suggestions for new or improved ways to operate.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- Federal, state and local laws regulating the financial administration of City Government.
- Operational characteristics, services and activities of a government finance department.
- Principles, practices, methods and techniques of financial management, governmental accounting, auditing, and cash management.
- Municipal budget preparation and administration.
- Generally accepted accounting principles, practices and theories.
- The principles and practices of financial research, record keeping and report preparation.
- Principles and practices of treasury and debt management.

- Office procedures, methods and equipment, including computers and supporting financial computer programs and applications.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of employee selection, supervision, training, motivation, evaluation, and discipline.
- Principles and practices of effective conflict resolution and problem solving.

Ability to:

- Administer all aspects of a government finance department in compliance with applicable laws and according to established procedures for assigned areas.
- Prepare and administer a municipal and department budget
- Develop and administer department goals, objectives and procedures.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Select, supervise, train, motivate, evaluate, and discipline assigned employees.
- Plan, organize, direct, and coordinate the work of professional, technical, and clerical personnel.
- Provide effective administrative leadership.
- Appropriately delegate authority and responsibility.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Represent the City on relevant matters, and to make effective public presentations.
- Analyze problems, identify solutions, project consequences, make independent decisions, and implement appropriate and effective actions. Effectively resolve conflicts.
- Write clear and concise correspondence, and prepare and present accurate and reliable reports containing findings and recommendations.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Organize and prioritize work, and perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines.
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience:

Bachelor's Degree in Accounting, Finance, Business Administration, or a related field.

-And-

Seven or more years of responsible public financial administration experience, with considerable supervisory experience.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

Other Requirements:

Valid Class C California State Driver's License.