



Position Description

FINANCE DIRECTOR

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Manager's Office; and acts as a member of the City Manager's management team. This position is designated as Fair Labor Standards Act (FLSA) exempt.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager and Assistant City Manager.

SUPERVISION EXERCISED

Exercises administrative direction over professional finance staff and other support staff, part-time, contracted or seasonal personnel either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Oversees and manages Finance functions including general ledger, accounting, payroll, business license and other tax and revenue collection, utility billing, purchasing and accounts payable, accounts receivable, treasury, and budget.

Serves as chief financial advisor to the City Manager.

Oversees preparation of annual City budget, and effective and efficient use of budgeted funds; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; ensures sufficient resources to support program policy objectives; creates capital improvement budgets consistent with City Council policy and overall City work programs.

Supervises the collection of taxes, fees, utilities, and other receipts in accordance with laws and regulations.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Directs the Treasury function, including managing investment portfolio, planning, managing and ensuring availability of City funds, recommending investment policies, and preparing investment reports.

Maintains City's financial records.

Prepares financial reports and oversees annual independent audit of City's financial transactions.

Oversees the posting and reconciliation of ledgers and accounts.

Directs the preparation of state and federal financial reports, including tax reports.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures verbally or in written form to staff and the general public.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assign duties and examine work for accuracy and conformance to policies and procedures.

Prepares a variety of studies, reports and related information for decision-making purposes and assist department heads in operating their departments in a fiscally sound manner.

Develops financial studies and plans; forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well-being of the City.

Oversees the central computerized financial and management information system of the City.

Trains and develops financial staff.

Manage the investment and withdrawal of funds; manage the City's investment portfolio; produce monthly investment report.

Researches and prepare financial and administrative reports and studies; prepares written correspondence as necessary; provides periodic reports on department activities to City Council.

Performs other duties as assigned.

PERIPHERAL DUTIES

Develops finance related ordinances and resolutions.

Represents the City at various conferences, meetings, and joint powers associations.

Performs general management duties for the City Manager as assigned.

Performs cost-of-service studies for utility rate considerations.

Attend Council and other meetings as required.

Serves as a member of various committees, and may serve as liaison to City Council sub-committees and other groups as assigned.

MINIMUM QUALIFICATIONS

Knowledge Of:

Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP) and Governmental Accounting Standards Board (GASB);

Ability To:

Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and six

(6) years of progressively responsible municipal finance work including three (3) years of supervisory experience.

SPECIAL REQUIREMENTS

Ability to obtain and maintain a valid California driver's license. Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; computer system; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties, which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: April 11, 2017

Resolution Number: 2017-37

Revision History: