



FINANCE DIRECTOR

DEFINITION

Under the direction of the City Administrator, the Finance Director is responsible for the City's accounting, financial and treasury operations.

DISTINGUISHING CHARACTERISTICS

The classification of Finance Director supervises the administration and operation of the Finance Department. The Finance Director works closely with the City Administrator in managing the day to day financial operations of the City.

ESSENTIAL JOB FUNCTIONS

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

- ▶ Perform all financial, accounting and reporting duties required of a general law City.
- ▶ Develop and submit the annual expense and revenue budget for presentation to the City Council. This process involves working closely with the City Administrator and various staff members.
- ▶ Maintain and operate a computerized general accounting system, including operating knowledge of financial software.
- ▶ Serve as a member on the City's Finance Committee and attend finance related meetings and trainings.
- ▶ Develop, plan and implement department goals and objectives; recommend and administer department policies and procedures and see that they are adhered to.
- ▶ Organize, manage, review and evaluate department work.
- ▶ Provide staff assistance to the City Administrator; prepare and present staff reports to City Council, providing options along with specific recommendations.
- ▶ Prepare various financial reports for Councilmembers, City Administrator and Department Heads.
- ▶ Manage investments, cash management, mitigation funds and state mandated costs.
- ▶ Oversee redevelopment and special assessment district financial reporting.
- ▶ Keep current inventories of all capital assets.
- ▶ Administer City Insurances as they relate to Employee Benefits and administer the City's Deferred Compensation Plans.
- ▶ Work with accounts payable/receivable and perform payroll functions as assigned.
- ▶ Supervise staff assigned to the Finance Department.
- ▶ Oversee and work closely with City/County/State/Federal Auditors.
- ▶ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ▶ All facets of municipal finances.
- ▶ GASB accounting practices.
- ▶ Community Redevelopment and Special Assessment District finances.
- ▶ Community Development Block Grant/Municipal Grant finances.
- ▶ Computer operations and finance reporting software.
- ▶ Personnel and Risk Management operations.

Ability to:

- ▶ Provide customer service orientation with the public and with other departments.
- ▶ Have strong organizational and analytical skills.
- ▶ Follow oral and written instructions.
- ▶ Establish and maintain good working relationships with co-workers and the public.
- ▶ Communicate clearly and concisely, both orally and in writing.
- ▶ Operate computer (prepare finance related graphs & charts), 10 key and other office related equipment.

Education/Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

- ▶ Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, business or public administration or related field. (Ten years of full-time/benefitted experience in an administrative/supervisory Finance related classification can be substituted for the Bachelor's Degree.)
- ▶ Five Years of increasingly responsible experience in finance, including three years of administrative/supervisory responsibility.
- ▶ Possession of a valid Class III Driver's License issued by the State of California Department of Motor Vehicles.

WORKING CONDITIONS

A person in this position will work predominantly in an office environment with: sustained posture in a seated position for prolonged periods of time; some walking and standing; occasional bending, twisting, squatting, kneeling, lifting, and stooping; finger manipulation ability (keyboard dexterity/grasping); work in an environment with frequent interruptions and distractions, complete work under inflexible deadlines, have the memory capacity to recall details and events; distinguish between critical information and background noise/distractions; solve problems based on application of established policies and procedures; select, interpret, and apply standard and complex concepts and procedures to solve problems; have oral communication skills sufficient enough to allow for clear and unambiguous information transmission; and travel to and attend a variety of meetings.

A person in this position must be found to be free from any physical, emotional or mental conditions which might adversely affect the exercise of powers related to the Finance Director classification.