

JOB DESCRIPTION



DIRECTOR OF FINANCE

(Exempt/At-Will, Dept. Head Position)

DEFINITION

Under general administrative direction, the Finance Director manages and oversees the activities and operations of the Finance Department including financial reporting, general accounting, payroll, budget preparation, treasury function, debt administration, revenue management, business licensing, long range financial planning and purchasing. The Finance Director coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS

This is an exempt, executive level position in the Finance Department. Administrative direction is provided by the City Manager. Responsibilities include the direct supervision over professional, management, technical and administrative support personnel.

EXAMPLES OF DUTIES (Examples are intended only as illustrations of the various types of work performed by this class. The examples of work performed are neither restricted to or all-encompassing of the duties to be performed.)

- Assume full management responsibility for all Finance Department services and activities including financial reporting, general accounting, payroll, budget preparation, debt administration, treasury function, revenue management, business licensing and purchasing.
- Manage the development and implementation of Finance Department goals, objectives, policies, and priorities for each assigned serve area; establish appropriate service and staffing levels and allocate resources accordingly.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Oversee the annual fiscal year audit.
- Represent Finance in relationships with other City departments, elected officials and outside agencies; explain and interpret Finance Department programs, policies and activities; coordinate activities, and negotiate and resolve sensitive, significant and controversial issues.
- Select, train, motivate and evaluate Finance Department personnel, including contract workers; work with employees to correct deficiencies.
- Plan, direct and coordinate the Finance Department's work plans.
- Manage and participate in the development and administration of the Finance Department and City budgets; direct the forecast of revenues; direct the monitoring of and approve expenditures; direct the preparation and implementation of budgetary adjustments as necessary.
- Provide staff assistance to the City Manager and City Council; prepare and present staff reports and correspondence.
- Direct the issuance of debt; ensure timely and accurate debt services payments and compliance with debt covenants.
- Manage the City's cash and investments.
- Prepare financial statements in accordance with generally accepted accounting principles.
- Stay abreast of new trends and innovations in the field of municipal finance.
- Respond to and resolve difficult and sensitive inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive finance program.

- Pertinent Federal, State and local laws, codes and regulations.
- Organization and management practices as applied to the development, analysis and evaluation of finance programs, policies and operational needs.
- Principles and practices of accounting, financial reporting, auditing and bond financing.
- Advanced principles and practices of public administration, financial planning, accounting, operational and capital budgeting, and annual audit preparation and procedures.
- Principles of supervision, training, and performance evaluation.
- Information Management Systems.

Ability to:

- Provide administrative and professional leadership and direction for the Finance Department.
- Develop, implement and administer goals, objectives and procedures effectively and efficiently.
- Plan, organize, direct and coordinate the work of management, supervisory, professional, technical and administrative support personnel; delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Identify and respond to community and City Council issues, concerns and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret and apply policies, procedures, laws, codes, standards and regulations pertaining to finance programs and functions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships.
- Work evenings and weekends and attend night meetings when required

Education and/or Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education – Equivalent to a Bachelor’s degree from an accredited college or university with major course work in business administration, finance, accounting or public administration. A Master’s degree is desirable.

Experience – Seven years of responsible accounting experience including four years of management and supervisory experience.

License or Certificate – Possession of a valid California driver’s license and a satisfactory driving record. Possession of a CPA is desirable.

Necessary Special Requirement:

Possession of a valid Class C California Driver’s License.