



FINANCE DIRECTOR

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under policy direction from the City Manager, the Finance Director is responsible to plan, direct, manage and oversee the activities and operations of the Finance Department including Accounting Services, Utility Billing, Cashiering, Payroll and Accounts Receivable and Payable. This position is designated as City Treasurer has significant responsibility to direct the fiscal activities in a manner that maintains the integrity of the City's finances. The Finance Director provides highly responsible and complex support to the City Manager and City Council.

Classification Characteristics:

This at-will position exercises direct and indirect supervision over managerial, supervisory, professional, technical and administrative staff.

Essential Functions:

- Through subordinate managers and supervisors, direct a variety of programs, services and activities including accounting and budgetary functions, investments, development impact, revenue control and administration of complex enterprise funds.
- Provide expert professional assistance to City management on finance, budgeting, accounting, revenue management, payroll and purchasing issues; direct and prepare revenue projections and analyses of proposals for capital and operating programs.
- Recommend and direct the revision of policies, procedures and other information pertaining to the administration of City business; conduct research, perform complex analysis and review for conformance with City code and other legal requirements.
- Direct and oversee the preparation of the Comprehensive Annual Financial Report (CAFR) and other periodic financial statements; oversee and provide staff assistance to audits conducted by the City's external auditors.
- Plan, develop, implement and administer the City's cash management and investment program in accordance with City Council policies and directives.
- Direct and coordinate the compilation and preparation of the City's annual budget; consult with and advise staff on financial policies; monitor budgetary activities; ensure adherence to appropriate accounting and control procedures and documentation; recommend adjustments as necessary.
- Establish and maintain procedures and controls over municipal revenues and expenditures in all departments of the City.
- Implement directives from the City Manager and collaborate to resolve issues.
- Receive, investigate and respond to difficult and sensitive problems and complaints in a professional manner; take necessary corrective action.

- Assess and monitor workloads, service delivery methods, administrative and support systems and internal reporting relationships; identify opportunities for improvement in efficiency and effectiveness.
- Select, train, motivate, evaluate and mentor the Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Represent the Finance Department to other City departments, elected officials and outside agencies; coordinate activities with those of other departments and outside agencies and organizations.
- Prepare, review and present concise reports and informational updates to the City Council as assigned by the City Manager.
- Attend and participate in professional group meetings; research emerging trends, innovations, products and enhancements and their applicability to City needs.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints that cannot be handled at a lower level.

Qualifications:

Knowledge of:

- Principles, practices and techniques of municipal finance administration, fiscal management, revenue forecasting, accounting, financial reporting and auditing and investment of funds.
- Principles and practices of internal control and auditing.
- Principles and practices of governmental budget preparation and administration.
- Accounting standards, best practices and advisories set by Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standard Board (GASB) and Government Finance Officers Association (GFOA).
- Techniques of recruiting, interviewing and selecting applicants for employment.
- Principles and practices of public relations and effective communication.
- Pertinent Federal, State, local laws, codes and regulations.
- Principles of supervision, training and performance evaluation.

Ability to:

- Provide leadership that includes building strong work relationships, empowering and mentoring staff, contributing to the City's culture of ethics and integrity and embracing and fostering the City's Mission and Values Statements.
- Plan, direct, manage, coordinate and integrate the work of the Finance Department in providing comprehensive financial management, accounting, budgeting, payroll and purchasing services to all City departments.
- Administer the City's large and complex budget.
- Develop and administer department goals, objectives and procedures.
- Analyze programs, policies and operational needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing; prepare clear and concise complex reports and financial statements.
- Interpret and apply related Federal, State and local policies, laws and regulations.

- Identify and strategically respond to community and City Council issues, concerns and needs.
- Select, supervise, train and evaluate staff.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including City officials, City staff, the public and other agencies.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Five years of increasingly responsible management-level finance and accounting experience in a municipal government.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in finance, accounting, business administration, public administration or a related field.

License or Certificate:

Possession of a California Class C Driver's License.

Working Conditions:

Work primarily in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries and for documenting actions in public meetings. Vision is required for normal office work. The need to lift and carry files and documents weighing up to 25 pounds is required.