

FINANCE DIRECTOR

DEFINITION

Plans, organizes, provides administrative direction and oversight for and participates in all financial and related functions and activities, which include investments, financial transaction processing, record keeping and reporting, business licenses and payroll; coordinates the production and the administration of the City's budget; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with regulatory agencies; performs related work as assigned.

SUPERVISION EXERCISED AND RECEIVED

The Finance Director receives administrative and general policy direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Direct supervision is provided over technical and office support staff.

CLASS CHARACTERISTICS

The Finance Officer oversees, directs and participates in all activities of the Finance Department, including the treasury and budget functions. The work involves both the oversight of functions and activities and performance of many of the reporting, reconciliation and other day-to-day functions. Responsibilities include coordinating the activities of the department with those of other departments and administering and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of technical and office support staff.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Coordinates the administration of the annual budget for the City and the Redevelopment Agency; calculates cost distribution, provides for financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to City departments.
- Prepares comprehensive annual Financial Statements, including narrative, financial and statistical data.
- Oversees, coordinates and provides information required for the annual City financial audit; responds to and implements auditor's recommendations.

- Manages the City's investment portfolio; ensures that investments meet the City's policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments to the City Council.
- Reconciles bond and grant financing and prepares and submits required reports in a timely manner.
- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records; prepares or directs the preparation of records and reports for submissions to various regulatory and other governmental agencies.
- Monitors business license, accounts receivable, accounts payable, payroll and other financial functions of the City.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, resolutions and other materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Provides technical advice to City's management and City Council in City financial and accounting matters.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance, including investment, treasury, general and governmental accounting, auditing and reporting functions.
- Principles and practices of public agency budget development, administration and accountability.
- Information technology hardware and software, particularly as related to financial and administrative functions.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Applicable laws, codes and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for effectively dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing, evaluating and personally participating in a comprehensive public agency financial management program.
- Maintaining an effective investment portfolio within the guidelines established by the City.
- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Administering programs and the work of technical and office support staff.
- Selecting, training, motivating and evaluating the work of staff.

- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, contractors, vendors and various business, professional, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four year college or university with major course work in accounting, economics, business or public administration or a field related to the work and four years of supervisory or administrative experience in maintaining financial records and preparing statements. . Experience in applying the principles and practices of governmental accounting in a public agency is desirable.

License:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

Working Conditions:

Works predominantly inside. Must be able to attend off-hour meetings and travel to sites out of the City.

Physical Demands:

Must possess mobility to work in a standard office setting, use standard office equipment, including a computer and ability to travel to various City and meeting sites; strength and stamina to lift and carry 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.