



JOB DESCRIPTION

FINANCE DIRECTOR

Exempt

DEFINITION

Under the general direction of the Director of Administrative Services, the Finance Director serves as the City's Chief Financial Officer and is responsible for planning and oversight of all City financial affairs/operations and the supervision of staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- 1) Develops and directs the implementation of goals, objectives, policies, and procedures for the Finance Department and related activities.
- 2) Oversees and coordinates the preparation and assembly of the budget document including the budgets of the City Library, Housing Authority, Redevelopment Agency's Successor Agency and other Funds. Provides assistance and guidance to other departments and staff.
- 3) Establishes financial controls and prepares financial reports and analyzes for accounting and operational management purposes including periodic budget status reports.
- 4) Plans, develops, implements and administers the City's cash management and investment program in accordance with applicable State law and the City's Investment Policy adopted by the City Council.
- 5) Evaluates rates and charges for City services to determine that they are current and appropriate.
- 6) Coordinates the development and implementation of new/improved financial software applications to ensure maximum benefit and use to City staff from these applications.
- 7) Responsible for the administration of the City's assessment districts including the monitoring of delinquencies and the foreclosure process.
- 8) Forecasts City revenues, expenditures and year-end fund balances. Prepares long-range financial projections of the City's General Fund or other Funds as required and/or needed.



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- 9) Supervises, trains and evaluates subordinate professional and administrative support staff.
- 10) Provides advice and recommendations regarding City financial affairs to the City Council and executive management.
- 11) Conducts studies and recommends administrative, organizational and policy improvements with departmental and City-wide implications.
- 12) Directs preparation of a variety of reports which may include the Comprehensive annual Financial Report (CAFR), State Controller's reports and other reports required by law.
- 13) Administers grant funds and ensures that the City complies with financial and legal requirements.
- 14) Directs and/or reviews the work of financial consultants for auditing, analysis, fee determination and related matters.
- 15) Develops strategic financial plans for all City Funds for consideration by the City Council and senior management.
- 16) Responsible for purchasing activities and the establishment and administration of purchasing policies and procedures.
- 17) Administers the City's business license program.
- 18) The duties indicated above are intended to be the primary examples of job responsibilities of this position. This position will be periodically assigned a variety of additional tasks generally of a financial nature and the incumbent is expected to function with minimal direct supervision.

QUALIFICATION GUIDELINES

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

Education: Graduation from an accredited college or university with a Bachelor's Degree in accounting or business administration or a closely related field.



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Designation as a Certified Public Accountant or Certified Public Finance Officer is preferred.

Experience: Five years of increasingly responsible professional accounting or auditing experience in a governmental setting and at least three years supervision of professional and support staff.

Knowledge, Skills and Abilities

- Principles, practices and methods of governmental accounting and auditing.
- Principles and practices of financial administration including budgeting and reporting.
- Laws and regulations which govern municipal finance administration, treasury management and investment programs.
- Municipal debt administration.
- Budget preparation, program analyses and revenue forecasting.
- Applications of automated financial programs and systems.
- Principles and practices of organization, administration, budget and personnel management. Skill in planning, assigning, reviewing and evaluating the work of professional and support staff.
- Demonstrated skills in coordinating complex functions such as annual budget preparation, annual financial audit, etc.
- Ability to analyze fiscal data and draw logical conclusions, communicate effectively in writing and orally and develop cooperative working relationships with City staff and elected officials.
- Ability to lead budget presentations using a variety of aids (PowerPoint), to large and small groups and City Council meetings.
- Ability to organize complex budget process into simplified easy to understand formats as needed.

Essential Skills and Functions

- Oral and written communications.
- Ability to coordinate the preparation of complex financial documents such as the annual budget.
- Ability to work closely with the City Manager, Department Heads, elected officials, other staff and the general public regarding the City's financial affairs.
- Oversee the functions of the Finance Division with minimal direct supervision.
- Demonstrated knowledge of automated financial software programs and applications.



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- Current and up-to-date demonstrated experience and knowledge in governmental accounting.
- Negotiate effective solutions to complex issues/problems.

Special Requirements

- Possession or ability to obtain an appropriate California driver's license and satisfactory driving record.
- Must be bondable.

ESSENTIAL ELEMENTS

Physical Demands: - the following are representative- reasonable accommodation may be made.

Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech-complex, clear hearing, clear seeing and driving.

Stress Factors:

High pressure in assisting public, staff and elected officials. Ability to interpret and explain actions to the public and City staff/elected officials.

Work Environment:

Work environment is generally indoors in a temperature controlled office; some travel is required. Noise level in the work environment is usually moderate. Verbal, face-to-face contact and telephone.

Equipment:

Computer, keyboard, telephone, calculator, copier, facsimile machines, various computer printers.

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