Director of Finance

Department/Division:	Finance/Administration
Reports To:	City Administrator
Provides Direction To:	Finance Services Manager, Senior Accountant, Senior Management Analyst, Purchasing/Reprographics Technician, Accounting Technician, Accounting Clerks, Administrative Assistant
Exemption Status:	Exempt
Date Prepared:	December 1, 2006

GENERAL PURPOSE

Under general direction, organizes, plans, and directs the work of the Finance Department, including accounting, budgeting, revenue, purchasing, financial reporting, and risk management functions, and related contract services; develops recommendations on various financial, accounting, and financial liability matters; serves as a member of the Executive Management Team; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans and directs the preparation of the annual City budget, including the forecasting of revenues, expenditures, fund balances, and capital projects needs, and the implementation of expense controls during the year.

2. Oversees year-end accounting, including the preparation and reconciliation of year-end closing financial statements, and auditing processes involving auditors.

3. Directs the general accounting, payroll, accounts payable, accounts receivables, purchasing, and contracts administration programs; and reviews monthly reports and actual activities to assess the City's position on a continuing basis.

4. Evaluates City's revenues, reserves and cash flow from tax subventions, grants, transfers, business licenses, and other fees; makes short-term investments and monitors daily cash flow and maintains the City's investment portfolio, while advising the City Administrator regarding important trends.

ESSENTIAL FUNCTIONS (continued)

5. Establishes department goals, priorities, and timelines for completion of projects and assignments; evaluates department performance in conformance with established objectives.

6. Analyzes financial policies, internal controls, and accounting procedures, and institutes appropriate changes to increase efficiency, accuracy, and compliance with accounting standards and internal audit controls.

7. Reviews financial and accounting statements and approves the payment of invoices, payroll, expenses, disbursements, and other debt obligations, as analyzed by subordinate accounting staff.

8. Selects, trains, motivates, and evaluates department personnel; provides or arranges for staff training; works with employees to correct deficiencies; establishes staff goals and monitors progress; recommends salary increases, and institutes disciplinary action as needed.

9. Prepares periodic and annual financial reports to the City Administrator, and other state and local agencies; oversees special studies and reports prepared by staff.

10. Oversees centralized purchasing and contracts administration functions, and the establishment of proper procedures and controls.

11. Directs the City's risk management programs, including Workers' Compensation, General Liability claims, and related insurance and safety programs.

12. Advises and consults with the City Administrator, department heads, and other staff regarding financial issues; participates in weekly executive management meetings.

13. Directs reprographic services involving use of vendors, contractors, and staff.

14. Represents the department at City Council meetings and other gatherings; presents complex financial reports and recommendations, and responds to inquiries.

QUALIFICATIONS GUIDELINES

Knowledge of:

Theory, principles, practices, and techniques of public finance; municipal budgeting principles and practices; treasury and revenue management methods and practices; GASB and applicable federal, State, and local laws, codes, and regulations pertaining to financial management practices; Workers' Compensation laws and regulations; generally accepted accounting principles and practices; purchasing and contract administration practices; business license practices; financial accounting software; risk management and liability management practices; principles and practices of management, leadership and supervision, including the setting of goals and objectives, work planning, and employee evaluation.

Ability to:

Plan, organize, and direct the services and functions of the Finance Department; read and understanding financial statements; organize, manage and evaluate the work of managerial, professional, technical, and administrative support staff; analyze financial data and make investment decisions; prepare clear and concise accounting documents, financial statements, and correspondence; undertake or supervise technical, complex and sensitive projects; interpret and apply laws, policies, procedures, and regulations, organize, assign, and prioritize projects and ensure completion in accordance with deadlines; make presentations; establish and maintain cooperative working relationships with other City department staff, brokers, investment advisors, financial institutions, and the general public; operate computer hardware and utilize word processing, spreadsheet, and graphic presentation software.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Occasionally attend City Council and night meetings in order to make presentations.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a Bachelor's degree in finance, accounting, or a closely related field; eight years of progressive responsible financial management and accounting experience, including three or more years of supervisory and management experience; or an equivalent combination of training and experience. Possession of a Certified Public Accountant designation is highly desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently sit and occasionally walk and stand to access work areas and files; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with general public, employees, and other parties in conflict situations.

WORK ENVIRONMENT

The employee regularly works in typical office conditions; the noise level is frequently quiet or moderately quiet. The position attends City Council meetings, professional and community meetings, and other off-site events.