



July 22, 2019
FLSA: Exempt

DIRECTOR OF FINANCE

DEFINITION

Under administrative direction, plans, organizes, controls, and directs Finance operations and activities including purchasing, risk management, payroll, grant management, and the preparation, development, monitoring, review, analysis, maintenance, and adjustment of City funds and accounts; coordinates, directs, and participates in financial record-keeping, reporting, and related auditing functions to ensure accurate and timely accounting and reporting of City funds and accounts; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction and supervision over supervisory, professional, technical, and clerical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Finance department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a wide variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing 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 TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, controls, and directs Finance operations and activities including purchasing, risk management, payroll, grant management, and the preparation, development, monitoring, review, analysis, maintenance, and adjustment of City funds and accounts.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the City's and department's annual budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance to department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Coordinates and directs accounts payable, accounts receivable and payroll functions; reviews, approves, and ensures accurate and timely payment of employees and financial obligations; directs the preparation, review, and processing of purchase orders and invoices; reconciles cash and bank accounts; coordinates and monitors City billing and collection activities.
- Coordinates the administration of the annual budget for the entire City, provides for financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to City departments.
- Establishes the City's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; responds to and implements audit recommendations.
- Oversees and coordinates the purchase of supplies, services, and equipment; confers and negotiates with vendors and contractors concerning price, specifications, products, and services; selects and orders goods and services according to price and quality of services and products; reviews and approves purchases and acquisitions.
- Manages revenue collection programs including tax assessments, subventions, license or user fees, and other sources.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Oversees the City's risk management functions, including City contracts with vendors of risk management functions.
- Negotiates contracts and agreements in conjunction with the City Attorney; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Represents the Finance department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Finance operations and activities including purchasing, risk management, payroll, and grant management.
- Generally Accepted Accounting Principles (GAAP).
- Fiscal organization, operations, policies and objectives of the City.
- Principles and practices of accounting, budgeting, and business functions within a city government.
- Principles and practices of risk management, claims management, and loss control.
- Principles, methods, practices and procedures of purchasing and contract administration.

- Financial and statistical record-keeping techniques.
- Financial analysis and projection techniques.
- Applicable laws, codes, regulations, policies, and objectives of assigned programs and activities.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the assigned programs.
- Provide administrative and professional leadership and direction for the division and the City.
- Coordinate, direct, and participate in financial record-keeping, reporting, and related auditing functions to ensure accurate and timely accounting and reporting of City funds and accounts.
- Monitor, direct, balance, reconcile, and ensure accurate accounting of various accounts, funds, budgets, and financial transactions including income, expenditures, and fund transfers.
- Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.
- Evaluate financial and budgetary data and prepare reports, forecasts, and recommendations.
- Direct risk management activities including liability, loss prevention, and claims management.
- Analyze situations accurately and adopt an effective course of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in accounting, business administration, or a related field and five (5) years of progressively responsible work experience in the review, analysis, maintenance, and adjustment of a variety of budgets, funds, and accounts in a municipal or similar setting.

Licenses and Certifications:

- Possession of a California driver's license is required by the State of California, Department of Motor Vehicles, to perform the duties of the position.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.