



## **CLASSIFICATION SPECIFICATION FINANCE DIRECTOR**

### **JOB SUMMARY:**

Under general supervision of the City Manager, the Finance Director oversees all operations of the Finance Department including accounting, payroll, accounts receivable and accounts payable, revenue collection, auditing, and information systems; plans and directs the development, analysis, and implementation of the City's annual budget; serves as a member of the City's executive team; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Finance Director reports directly to the City Manager and is responsible for the overall planning, organization, and administration of the Finance Department. This classification serves as a member of the City's executive team and participates actively in addressing issues of concern to the City, which, at times, may not have a direct impact on their area of specialization.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Plans and directs the development, analysis, and implementation of the City's annual budget; manages the development of revenue projections for all City funds; reviews preliminary and final budget documents and makes recommendations as necessary; advises and counsels the City Council, City Manager, department heads, and other City staff on the budget process; and prepares periodic budget reports.
- Oversees the disbursement of City funds and control expenditures to ensure budget appropriations are not exceeded; evaluates, recommends, and improves financial internal control systems and procedures; and identifies potential revenue sources.
- Ensures rates and charges for City services are current and appropriate; monitors expenditures on capital improvement projects; reviews and approves purchasing for hardware and software acquisitions; and approves all purchase orders, bills, invoices, and charges against the City.
- Monitors the City's cash flow; reconciles financial records to treasury records; manages the investment of City funds and revenue bonds; prepares input for bank reconciliation; directs the preparation of financial statements and reports; and oversees various audits conducted by external auditors.
- Develops and implements department policies and procedures; prepares agenda items; writes and presents staff reports to the City Council; and monitors and keep informed of current issues and trends in the field of public finance including legislation, court rulings, and professional practices and techniques, and evaluates their impact on City operations.

- Responds to inquiries from the public, elected officials, and City staff regarding public finance, and responds to and resolves the most complex financial inquiries, issues, and complaints.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:****Knowledge of:**

- Methods and principles of modern accounting and auditing including governmental accounting, cost accounting, grant accounting, budgeting, and data processing applications related to accounting and budgeting procedures; sources of revenue and revenue forecasting; principles of mathematics; and methods and techniques of supervision and training.
- Office administrative practices and procedures; City department policies and procedures; and federal, state, and local laws, codes, and regulations pertaining to accounting, auditing, business licensing, and payroll including reporting requirements.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Perform the full range of responsible and difficult analytical and administrative work using independent judgement and personal initiative, and correctly interpret and apply complex federal, state, local laws, codes, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; maintain and prepare complex, extensive, and confidential records and reports; and organize and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; communicate clearly and concisely both orally and in writing, which includes

using tact and discretion when dealing with the public, elected officials, and City staff; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration, business administration, or a closely related field.
- Seven years of increasingly responsible experience in Public Finance, with at least three years of experience in a supervisory or lead capacity.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** March 1, 2019