



FINANCE DIRECTOR

DEFINITION

Under general administrative direction, plans, coordinates, directs, supervises, and manages the fiscal affairs of the City, Fire District and Successor Agency; maintains timely and accurate budget and accounting records; oversees the budget process and provides professional input and recommendations on City, Fire District and Successor Agency issues; provides highly responsible and complex professional support to the City Manager and City Council.

SUPERVISION EXERCISED

Exercises direct supervision over subordinate clerical, accounting and para-professional and professional staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Participate in and manage the development and implementation of goals, objectives, policies and priorities; recommend service and staffing levels, policies and procedures.

Participate in and direct research and compilation of comprehensive reports for the City Manager, City Council and public.

Prepare, implement and monitor Department budget.

Direct the preparation of the City, Fire District, and Successor Agency budget.

Explain, interpret and enforce policies, procedures, rules and regulations and programs.

Plan, direct, supervise and review purchasing activities, including preparation of Requests for Proposals.

Hire, train, supervise, evaluate, motivate and discipline subordinate personnel.

Responsible for accurate preparation of a journal entries and adjustments and a variety of fiscal reports, statements and schedules.

Responsible for accurate accounting and capital asset systems for efficiency, accuracy, proper recordation and recommend change as needed.

Manage, coordinate and assist auditors with annual audit.

Coordinate with financial advisors and bond counsel in issuance of City and Fire District bonds.

Prepare timely and accurate analyses and reports of City's fiscal activities, including revenues and expenditures.

Prepare reports detailing cash management, grant expenditures, balance sheets and special projects.

Responsible for all financial aspects of City grants ensuring compliance with legal, financial and reporting requirements.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles and practices of general and governmental accounting, budget preparation and monitoring, expenditure control, accounts payable and receivable, cashiering, cash flow and revenue forecasting.

Fiscal record keeping, payroll, cashiering, business license, journal entries, accounts receivable, accounts payable, transient occupancy tax and billing.

Accounting and financial record keeping, principles, procedures and methods and their application to projects and activities.

Principles and practices of payroll administration including Federal and State payroll tax reporting requirements and business license processes and procedures.

Principles and practices of employee supervision, training, evaluation, motivation and discipline.

Applicable Federal, State and local laws, codes and regulations.

Automated financial management and accounting systems.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Independently perform the most difficult technical accounting and financial projects and activities and analyze same.

Plan, organize, review the work of and train and supervise subordinate staff.

Respond to questions from the public and staff.

Independently interpret and apply accounting principles and procedures to maintain control of records, financial statements and databases; research, collect, compile and analyze information and data.

Apply accounting principles in the maintenance of governmental financial and accounting transactions.

Research, collect, compile and analyze information and data and organize work to meet schedules and timelines.

Prepare, examine and verify financial documents, statement, reports and analyses.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

BA/BS in Accounting, Finance, Business Administration or related field, Certified Public Accountant and Certified Fraud Examiner and eight (8) years increasingly responsible professional experience in municipal,

county or utility district accounting and/or budgeting, including three (3) years in a supervisory capacity. Masters Degree highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents.

Ability to sit for two hours at a time.

Ability to lift up to 15 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.