

FINANCE DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages and provides administrative direction and oversight for and participates in all financial and related functions and activities, which include investments, revenue forecasting and impact, financial transaction processing, record keeping and reporting, payroll and billing; functions as the Chief Financial Officer for the City; coordinates the production and the administration of the City's budget; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the City Manager. Provides general direction and supervision to finance and accounting staff through subordinate levels of supervision. Provides general direction to the Information Technology Manager.

CLASS CHARACTERISTICS

This department head classification oversees, directs and participates in all activities of the Finance Department, including the treasury and budget functions. The work involves both the oversight of functions and activities and performance of many of the reporting, reconciliation and other day-to-day functions. 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 variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and 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 DUTIES (Illustrative Only)

- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the Finance department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical and office support staff, directly or through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Coordinates the production of the annual budget for the City; calculates cost distribution, incorporates departmental projected budgets and provides for the production and distribution of preliminary and final budget documents; provides for financial forecasting and planning.

- Monitors the adopted budget and prepares periodic budget reviews for submission to the City Council.
- Determines funding options for capital improvement projects; administers bonds issued by the City; writes RFP's for golf related contracts; reviews contracts and determines that expenditures are made in accordance with the terms of contracts.
- Determines cash flow requirements and fund availability for investments; updates and reviews annual investment policy; oversees all City and agency investments.
- Prepares and directs the preparation of comprehensive annual Financial Statements, including narrative, financial and statistical data.
- Oversees, coordinates and provides information required for the annual City financial audit; responds to and implements auditor's recommendations.
- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records; prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.
- Through subordinate levels of supervision, administers business license, accounts receivable, accounts payable, payroll and other financial functions of the City.
- Reviews the impact of annexations, new developments, sales taxes, impact fees, capital improvement and other issues and projects which potentially affect the finances of the City.
- Oversees all internal controls.
- Oversees the City's credit card system.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Provides technical advice to City management, the City Council, the Finance Committee and the Golf Committee in City financial and accounting matters.
- Coordinates finance activities with other City departments and other agencies.
- Oversees the establishment, implementation and maintenance of new or revised information technology systems and programs through subordinate levels of management; supervises individual(s) responsible for the information technology needs of the City, the golf resort and other locations, offices and agencies affiliated with the City.
- Responds to the most difficult citizen complaints and requests for information.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance, including investment, treasury, general and governmental accounting, auditing and reporting functions.
- Principles and practices of public agency budget development, administration and accountability.
- Basic principles and techniques of planning, scheduling and control as applied to information technology and systems installation, development and maintenance.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Applicable laws, codes and regulations.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing, evaluating and personally participating in a comprehensive public agency financial management program.
- Overseeing the planning, development and implementation of a City-wide financial plan.
- Maintaining an effective investment portfolio within the guidelines established by the City.
- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Administering programs and the work of professional, technical and office support staff.
- Providing for the selection, motivation and work evaluation of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Making accurate arithmetic, financial and statistical computations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

Education and Experience:

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

Equivalent to graduation from a four-year college or university with major course work in accounting, economics, business or public administration or a field related to the work and five years of supervisory or administrative experience in maintaining financial records and preparing statements in a public agency setting. Possession of a Master's Degree in a field noted above is highly desirable and may be substituted for one year of the required experience.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.