



Job Description

Title:	Finance Director		Created:	Nov.2011
Salary Level:	492		FLSA Status:	Exempt
Supervisor:	City Manager	Supervises:	Applicable Employees	
Job Family:	None	Bargaining Unit:	Management	

JOB SUMMARY:

Plans, organizes, directs, monitors and reviews the activities and operations of the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, plans and implements department goals and objectives.
- Administers City financial accounting, budgets, policies and procedures.
- Performs audits of City financial and accounting operations, procedures and documents.
- Conducts lease/purchase accounting.
- Prepares and submits reports to the State Controller.
- Administers financial aspects of City Bonds.
- Manages City cash flow requirements, debt collection, grants, and assessment district accounting.
- Supervises journal entries.
- Coordinates department activities with other departments and outside agencies and organizations.
- Provides staff assistance to the City Administrator and City Council on financial issues.
- Prepares and presents staff reports.
- Directs, oversees and participates in the development of the department work plans.
- Assigns and monitors work activities, projects and programs.
- Reviews and evaluates department performance, methods and procedures.
- Supervises and participates in the development and administration of the Finance Department budget.
- Approves and monitors expenditures.
- Selects, trains, motivates and evaluates department personnel.
- Recruits staff and provides staff training.
- Implements disciplinary actions and termination procedures.
- Represents the department and City to outside groups and organizations.
- Researches and prepares financial and administrative reports and studies.
- Attends and makes presentations at City Council meetings.
- Performs related duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Direct and administer municipal financial and accounting operations and staff.
- Interpret and apply City policies, procedures, rules and regulations.
- Plan, organize and administer programs.
- Train, supervise, and evaluate staff performance.
- Prioritize and schedule work.
- Prepare and monitor a budget.
- Meet schedules and time lines.

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- Plan, coordinate and document projects.
- Prepare and deliver oral presentations.
- Represent the department at meetings.
- Direct the preparation of reports.
- Establish, maintain effective relationships.
- Operate a computer and related software.

Knowledge of:

- Principles and practices of public sector accounting and financing.
- Principles and practices of municipal budget preparation and administration.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices used in analysis, evaluation, administration of programs and policies.
- Principles and practices of municipal organization, administration and personnel management.
- Municipal budget preparation and control.
- Principles and practices of management.
- Goals, policies and objectives of municipal finance.
- Interpersonal skills.
- Oral and written communication.
- Correct written and spoken English.
- Technical aspects of accounting.
- Operation of computers and related software.
- Statistical, research and survey methods.
- Policies and objectives of assigned programs.

Education and/or Experience:

Bachelor's degree (B. A.) from four-year college or university in finance or accounting; five years increasingly responsible related experience in financial management and administration, including four years of high level responsibility in public finance; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

California Drivers License

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

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

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While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.