



FINANCE DIRECTOR JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Directs the operation of the fiscal system of the City; performs receipt and expenditure accounting and payroll preparation; performs as a “hands-on” department head involved in all aspects of budget preparation; tax and fee billing systems; preparation of monthly financial reports and financial analysis.

SUPERVISION RECEIVED:

Works under the general direction of the City Manager, who reviews work for conformance with policy.

SUPERVISION EXERCISED:

Directs the activities of the Revenue Specialist, Accounting Specialist, and Accounting Technician as assigned.

EXAMPLE OF DUTIES:

Performs all of the financial duties assigned to the City by law; prepares periodic budget reports, financial reports, staff reports, and maintains City’s budgetary accounting system; supervises collection of fees, monitors cash flows for investment purposes; responsible for supervision of the Revenue Specialist, Accounting Specialist, and Accounting Technician. Resolves finance related complaints and problems that cannot be addressed satisfactorily by subordinates.

Prepares payrolls; balances and recaps all payrolls in preparation of direct deposit; compiles monthly, quarterly, and annual reports for federal and state agencies and CalPERS; maintains attendance, vacation and sick leave records, as necessary.

Supervises and is responsible for all City billing operations. Supervises and trains finance personnel to utilize the City’s accounting software.

Ensures that expenditures are made in accordance with authorized procedures prior to disbursement. Supervises posting of appropriation and disbursement accounts in the general ledger.

Prepares the City budget; develops the budget calendar; gathers preliminary and historical data; provides special financial data to department heads on budget matters.

Develops and supervises all aspects of the City’s audit program.

Advises City Manager and City Council on matters pertaining to the financial condition of the City; attends all City Council meetings. Prepares City's Comprehensive Annual Financial Report.

Serves as City's Treasurer; makes investments, prepares monthly Treasurer's report; reviews investment policy and other duties associated with the office of City Treasurer.

Conducts research and prepares special financial reports for City Manager, Department Heads and City Council. Participates in City management staff meetings and may serve on special committees as directed by the City Manager.

Directs purchasing, maintains fixed asset inventory and administers the City's customer service functions.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of principles, methods, and practices of municipal finance and accounting; laws and regulations affecting municipal financial operations; financial administration; budget preparation and control; thorough knowledge of modern office management procedures, practices and equipment, particularly as applied to accounting systems; and principles and practices of effective supervision.

Ability to formulate and administer broad accounting and financial policies and procedures; prepare and analyze necessary financial reports. Employee must have the ability to get along with co-workers and interact with the public. Employee must have the ability to drive a vehicle.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Frequent sitting, some standing and walking required. Bending and reaching required on a daily basis. Occasional lifting approximately 25 pounds at waist high level. Moderate to high use of senses such as vision, audio and speech required. High use of cognitive skills is required to complete essential functions of job. Works indoors under controlled conditions.

EXPERIENCE AND TRAINING:

Knowledge and experience of functions and duties of serving as a Municipal Finance Director and as a custodian of City's financial records.

Bachelor's degree in accounting, business, public administration, or related field is required. CPA certification preferred. Five years' experience in governmental accounting is preferred, with at least three years of supervisory experience.

SELECTION GUIDELINES:

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining regular status.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is an at-will Exempt Management position. The position is salaried and no additional compensation is authorized for overtime.