

DIRECTOR OF FINANCE

DEFINITION:

To plan, direct, and review centralized accounting, budget and financial administration and data processing functions; to assist the City Administrator in coordinating the development, analysis and implementation of the annual City budget; to coordinate intergovernmental activities of the City; and to provide highly responsible and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the City Administrator.

Responsibilities include direct supervision of technical and clerical staff.

EXAMPLES OF DUTIES:

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Develop, direct, organize and supervise the accounting, budgeting, grant management, and data processing activities of the Finance Department.

Prepare revenue projections, personnel costs, fixed cost items, capital program expenditures, debt service requirements, prior year actual information and current year financial requirements for the tentative and final budgets of the City.

Monitor the implementation of the budget to ensure adequate financing and the proper expenditure of funds authorized by the budget.

Prepare resolutions amending the budget.

Coordinate and administer the City's transit system and all activities related thereto.

Develop and implement cash management and general accounting controls involving general and special fund revenues and expenditures, grant funds, and utility funds.

Administer the City's purchasing system as assigned.

Coordinate inter-governmental financial transactions with Federal, State, and county governments, and general inter-governmental activities of the City.

Prepare financial reports and analyses or provide information as required by law or requested by the City Council, City Administrator, or other departments.

Plan, issue, services and otherwise administer long-term debt.

Coordinate inter-departmental activities as they relate to the business structure of the City for operations and capital project financing.

Supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS:

Education and/or Experience

Any combination of formal and informal education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is: A Bachelor's degree from an accredited college or university with major course works in public or business administration, accounting, economics, or finance is required. A Masters' degree in accounting, public administration or finance is preferred; and five years of progressively responsible experience in municipal accounting and financial work, including considerable administrative and supervisory experience.

Knowledge, Skills and Abilities:

Extensive knowledge of modern principles and practices municipal accounting and auditing. Principles and practices of municipal financial administration including budgeting and reporting. Modern office practices, procedures, methods and equipment. Laws and ordinances regulating public finance. Modern principles and practices in purchasing, stores, and treasury management. Municipal debt administration. Budget preparation, program analyses, and revenue forecasting. Principles and practices of organization, administration, budget, and personnel management.

Ability to analyze, interpret, summarize, and present financial information and data in an effective manner. Develop, revise and install accounting and budgeting systems and procedures. Communicate clearly and concisely, orally and in writing. Prepare varied financial statements, reports, and analyses. Plan, assign, and coordinate the activities of technical and clerical staff. Select, supervise, train, and evaluate staff.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I; 4,7,12.

GRADE-950

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