



## Staff Report August 8, 2023

---

**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Nick Rosas, Interim Finance Director  
**DATE:** August 8, 2023  
**RE:** Finance Director Job Description Approval

---

### **Recommendation:**

Staff recommends that the Town Council approve the attached Finance Director job description.

### **Issue Statement and Discussion:**

When the Town incorporated and in the several years after, a series of job descriptions were approved for the various employee and management positions. In the ensuing years, there have been small modifications to the duties of the Town's finance staff.

As the Finance Director position is vacant, now is the ideal time to update the job description for this role prior to going out for recruitment to make it up to date with current job requirements.

### **CEQA Requirements**

There are no CEQA implications associated with the recommended action.

### **Financial and/or Policy Implications:**

None.

### **Attachments:**

- A. Finance Director's job description

## Item 9 Attachment A

### TOWN OF LOOMIS JOB DESCRIPTION

#### FINANCE DIRECTOR

##### DEFINITION

Under general direction of the Town Manager, the Finance Director is responsible for financial planning, budgeting, accounting, revenue administration, payroll functions, and purchasing for the Town. The Director will plan, direct, and manage all activities, operations, and employees of the Finance Department and will coordinate assigned activities with other Town departments and outside agencies as necessary. The Director will provide administrative support to the Town Manager and Town Council normally associated with the municipal responsibilities of a Department Head.

##### ESSENTIAL DUTIES

The duties assigned include, but are not limited to, the following:

- Manage and direct the fiscal management of the Town, including revenue forecasting, collection and disbursement of funds, accounting, financial reporting, auditing, and investment of funds.
- Plan, direct, and coordinate the administration of the Town's finance, accounting and purchasing, services; recommend internal control policies and implement procedures to conduct activities; ensure that activities are conducted in accordance with related laws, ordinances, rules and regulations; develop comprehensive plans to satisfy future needs for departmental services.
- Assist the Town Manager or designee in preparation of the operating and capital improvement budgets for the Town; estimate anticipated revenues; assist in reviewing proposed budget allocations; conduct complex fiscal analysis and prepare related reports.
- Prepare and supervise the preparation of reports to the State Controller, County Auditor Controller and other Federal, State or County agencies.
- Manage the investments of the Town; purchase securities and invest Town funds at the direction of the Town Treasurer and Town Manager; prepare all documents necessary to transfer funds and document all transactions; manage the preparation of monthly reports for Town Council.
- Review posting, balancing, and reconciling of accounting transactions to ensure conformance with generally accepted accounting principles and standards.

- Advise and provide professional and expert assistance to the Town Council, Town Manager, other staff and the public regarding financial and purchasing ordinances, policies, procedures and regulations.
- Manage and participate in the Town's annual financial audit; work with the independent auditor; assume responsibility for the development of the annual financial statements.
- Prepare, present, and be knowledgeable about Town Council agenda items on financial matters and attend Town Council meetings.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and direct the implementation of improvements.
- Establish, maintain, and foster positive and harmonious working relationships with Town staff and all those contacted in the course of work.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Advanced governmental financial and accounting procedures and their application to a wide variety of municipal operations.

Government finance and accounting laws, policies, procedures and practices including Generally Accepted Accounting Principals (GAAP), Government Accounting Standard Board (GASB) statements, and GANN Appropriation Limit calculations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of finance administration. Principles and practices of municipal budget preparation and administration.

Pertinent Federal, State and local laws, codes and regulations relating to the financial administration of public agencies.

Internal control and audit procedures.

Principles, practices, laws and regulations governing the investment and management of public funds.

Public purchasing and contracting principles and practices, including competitive bidding procedures.

Principles and practices of management and supervision.

Payroll procedures and payroll taxes.

English usage, spelling, grammar, punctuation use in written and oral communication.

Modern office practices, procedures, methods, and equipment including computerized municipal fund accounting systems

**Ability to:**

Provide administrative and professional leadership and direction for the Finance Department.

Plan, organize, direct and coordinate the work of Department personnel.

Interpret, explain and apply Federal, State, and local laws, regulations, policies and procedures.

Select, supervise, train and evaluate staff; delegate appropriate authority and responsibility.

Research, analyze and evaluate complex data, prepare and present reports on a wide variety of financial and municipal issues.

Maintain detailed financial and accounting records.

Identify and respond to community and Town Council issues, concerns and needs.

Develop and administer departmental goals, objectives and procedures.

Prepare and administer budgets.

Develop and implement financial procedures and controls.

Analyze department requirements and policies and make recommendations for necessary revisions.

Prepare clear and concise reports.

Analyze problems, identify alternative solutions and project consequences of proposed actions, and implement recommendations in support of goals.

Communicate clearly and concisely, both orally and in writing.

Attend night and/or weekend meetings, events or activities outside normal business hours.

Travel to various sites and operate a motor vehicle safely.

### **Training and Experience:**

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

- A Bachelor's degree, or higher, from an accredited college or university with major course work in accounting, finance, public or business administration, or a related field;
- At least five years of increasingly responsible experience in professional municipal finance position including three years of supervisory administrative responsibility;
- Financial management experience in a governmental agency is required.

### **Licenses:**

Possession of a valid California Driver's License and a safe driving record at appointment is required.

### **Physical Standards:**

***Physical & Sensory Elements:*** The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, computer mouse, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

***Environmental Elements:*** Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may be required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

**Tools and Equipment:**

The Finance Director will be expected to use a computer, including word processing, spreadsheet, electronic calendar, presentation software programs; financial/accounting software; calculator, telephone, copier, postage machine and other modern office equipment as necessary.

**FLSA Status:**        Exempt

**City Council Adoption Date: August 8, 2023**