



## Director of Finance

---

### Summary

Direct, manage, and oversee the activities and operations of the Finance Department, including financial reporting, accounting, payroll, budget preparation, treasury function, debt administration, revenue management, utility billing, business licensing, and purchasing; advise the City Manager and City Council on financial matters; coordinate assigned activities with other departments and outside agencies; serve as the City Treasurer and City Auditor; provide highly responsible and complex administrative support to the City Manager.

### Class Characteristics

General administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, supervisory, professional, technical, and/or support staff.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.*

#### Duties:

Direct, manage, and oversee all Finance Department services and activities, including financial reporting, accounting, payroll, budget preparation, treasury function, debt administration, revenue management, utility billing, business licensing, and purchasing.

Develop, plan, and implement department goals, objectives, policies, procedures, and priorities; oversee short and long term planning

Manage and participate in the development and administration of the City budget, Capital Improvement budget, and Finance Department budget; direct the monitoring of and approve expenditures; direct the preparing of and implement budgetary adjustments as necessary.

Oversee the annual fiscal year audit and participate in the review of the results of the annual audit with external auditors.

Monitor and evaluate the efficiency and effectiveness of financial methods and procedures and administrative and support systems; identify opportunities for improvement; direct the implementation of changes.

Coordinate Finance Department activities with those of other departments and outside agencies and organizations.

Provide administrative assistance to the City Manager and City Council; prepare and present reports to the City Council and various committees and commissions regarding City financial matters.

Serve as the City Treasurer pursuant to local ordinances and charter; serve as the City's budget officer, City Auditor, and financial advisor overseeing financial forecasting, investment management, and related financial activities.

Participate in the issuance of debt; ensure timely and accurate debt services payments.

Prepare financial statements in accordance with generally accepted accounting standards.

Direct, oversee, and participate in the development of the Finance Department work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Select, train, motivate, and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees providing technical assistance as necessary.

Conduct organizational and operational studies; recommend modifications to finance programs, policies, and procedures as appropriate.

Direct the negotiation and execution of a variety of contracts and agreements.

Perform related duties as assigned.

Skills/Abilities:

Direct, manage, and oversee the administration and operations of the Finance Department.

Prepare and administer department budget.

Develop and implement department goals, objectives, policies, procedures, work-standards, and internal controls.

Plan, organize, direct, and coordinate the work of staff.

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

Identify and respond to public, City Council, commission, and committee issues and concerns.

Interpret, explain, and apply the federal, state, local, City, and department policies, procedures, laws, rules, and regulations pertaining to finance programs and functions.

Supervise, train, and evaluate assigned staff.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

An employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral

## Director of Finance

communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

### **Qualifications**

#### Knowledge of:

Advanced principles and practices of municipal finance management and administration.

Federal, state, and local regulatory requirements, including applicable laws, codes, ordinances, regulations, and guidelines.

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

Principles and practices of budget preparation and administration.

Principles and practices of accounting, financial reporting, auditing, and bond financing.

Information sources and research techniques in the fields of public administration, financial planning, accounting, annual budget, capital budget, and annual audit policy and procedures.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Principles and practices of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

#### Education:

A Bachelor's degree with major course work in public administration, business administration, finance, accounting, or a related field. A Master's degree with major course work in a related field is desirable.

#### Experience:

Five years of progressively responsible, professional public sector experience in municipal finance management or municipal administration, including three years in a supervisory capacity.

#### Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/16/09

Resolution #: 2009-031 N.C.S.; 2021-155 N.C.S.

Revised: 09/20/21

Department: Finance

FLSA Status: Exempt