



Finance Director

Class Specification

Revised 9/23
Class ID: 350
Unit: MGMT
Probation: At-Will
FLSA: Exempt

DEFINITION

Under administrative direction, directs and manages the activities and operations of the Finance Department which include budgeting, investments, financial transaction processing, record-keeping and reporting, payroll, accounts payable, accounts receivable, utility billing, and business licensing; develops and manages the City's biennial budget; functions as the Chief Financial Officer and City Treasurer; participates as a member of the City Manager's Executive Team in consideration of general City policies, programs, and concerns; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision to division managers and indirect supervision of other professional, technical, and administrative staff.

DISTINGUISHING CHARACTERISTICS

This is an executive level, at-will department director classification reporting to the City Manager. This single class position oversees, directs, and participates in all activities and functions of the Finance Department including short- and long-term planning and development and administration of departmental policies, procedures, and services. The Finance Director develops the Five-Year Forecast, the Comprehensive Annual Financial Report (CAFR), and the Biennial Operating Budget. The Finance Director serves as financial advisor conducting financial forecasts, managing investments, and advising the City Council, City Manager and Department Heads on matters involving the City's financial condition ensuring that all activities are carried out in accordance with Generally Accepted Accounting Principles (GAAP).

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Plan, organize, direct, and evaluate the activities of the Finance Department including accounting, payroll, purchasing, financial planning, investment management, fiscal management, revenue collections, debt management, licensing, utility billing.

Select, supervise, train, and evaluate staff; work with employees on performance issues; implement discipline and termination procedures.

Oversee all activities related to the City's accounting function, including financial transaction processing, record keeping and reporting, payroll, accounts payable, accounts receivable, business licensing, processing and issuance of checks and warrants, cash receipts, and the electronic accounting system.

Conduct financial forecasts; manage City's investment portfolio, develop and review investment strategies, evaluate investment results, and ensure that the investment of funds meet generally acceptable accounting standards and legal requirements; develop investment guidelines for City Council approval.

Identify and recommend financing needs and sources and advise on matters involving the City's financial condition; analyze and recommend alternative financing mechanisms.

Oversee, coordinate, and provide information required for the annual City financial audit including capital assets; respond to and implement auditor's recommendations; ensure the timely delivery of financial documents and information; ensure compliance with general accounting and auditing standards.

Prepare or direct the preparation and reconciliation of journals, ledgers, and other accounting records; prepare or direct the preparation of records and reports for submissions to various regulatory and other governmental agencies, including the annual State Controller's reports.

Direct the design, implementation, and control of financial information systems to support departmental service objectives and the City Manager's and City Council's objectives for monitoring performance and accountability.

Perform oversight of the City's procurement procedures and systems ensuring all federal, state, and local requirements; establish finance, treasury and purchasing policies, procedures and guidelines; develop and monitor accounting policies, procedures and guidelines to ensure proper control of the City's finances.

Prepare, analyze, and monitor the City's biennial budget and provide periodic reports to the City Manager on the financial condition of the City; recommend policy options in the preparation and monitoring of the budget in order to ensure the financial health of the City.

Develop the City's Five-Year Financial Forecast and assist the City Manager in presenting it to the City Council; prepare a variety of financial reports and cost studies for management personnel, City Manager, and/or City.

Assist in development of the Capital Improvement Budget; oversee the issuance of any debt or capital financing as well as the accounting for all capital improvement projects.

Analyze proposed new programs or enhancements to existing programs and prepare reports on cost implications and funding alternatives; conduct analytical studies and work on projects related to the activities or the operations of the City.

Coordinate department activities with other City staff, and outside agencies; serve as the staff liaison to assigned committees and boards.

Prepare and present oral and written financial reports and analyses to the City Manager, City Council, outside agencies, and community groups on a variety of City administrative matters.

Monitor changes in laws, regulations and technology that may affect departmental operations; implement policy and procedural changes as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of current governmental accounting theory, principles, and practices.
- Practices of Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements.
- Theories, principles, practices, and techniques of public administration, governmental accounting, grant accounting and public financing.

- Budgetary principles and practices, including the development and management of capital improvement budgets.
- Financial and economic analysis techniques to determine feasibility and cost benefits of projects, labor utilization and purchases.
- Practices of financial management software systems and ability to utilize various software programs to analyze and maintain large amounts of data.
- Organizational planning techniques and methods including forecasting, goal setting, staffing, analyses and work planning.
- Current business practices and applications, functions and programs for personal computers.
- Principles and practices of supervision, training and personnel management.
- Business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Skill or Ability to:

- Plan, organize and direct a variety of administrative activities including finance, accounting, and treasury functions.
- Interpret and apply rules and regulations regarding accounting and auditing practices.
- Select, train, motivate and evaluate assigned staff.
- Establish and maintain effective working relationships with the general public, City departments, City officials and private agencies.
- Work cooperatively with State, County and Federal government agencies.
- Review, organize, and develop technical documents, proposals and reports.
- Prepare clear, concise, and complete statistical and technical reports and written correspondence.
- Exercise sound independent judgment within general policy guidelines.
- Analyze complex problems, evaluate alternatives, and make creative recommendations.
- Make persuasive presentations of ideas, concepts, and recommendations.
- Develop, implement, and interpret goals, objectives, policies, procedures, work standards and internal controls.
- Represent the City effectively in meetings with others.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a Bachelor’s degree from an accredited college or university with major course work in finance, accounting, management, business administration, public administration, public policy, or a related field, and seven (7) years of progressively responsible experience in finance, accounting, budget, management analysis, or a closely related field including three (3) years of supervisory experience. A Master’s degree is desirable.

License and Certificate:

Possession of a valid driver license and a satisfactory driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard

or calculator and to operate standard office equipment. Positions in this classification frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must be available to attend day, evening, and weekend meetings, at various sites within and outside the City.