

August, 1997

FINANCE DIRECTOR

JOB DESCRIPTION

RELATIONSHIPS

REPORTS TO: City Manager

INDIRECT SUBORDINATE STAFF: Finance Clerks
DIRECT SUBORDINATE STAFF: Accountant
Assistant Purchasing Agent

OTHER INTERNAL CONTACTS: Employees in department
Employees in other departments

EXTERNAL CONTACTS: Representatives of other organizations and
agencies
Members of the general public

SUMMARY STATEMENT

Under the general direction of the City Manager, directs the activities of the Finance Department, manages and maintains the City's and the Redevelopment Agency's finance and accounting control system, serves as Treasurer of the City and the Agency, and assists with the preparation of the City's and the Agency's annual budget.

SUPERVISORY RESPONSIBILITIES

Interviews job applicants, makes hiring recommendations, plans and/or schedules work for others, assigns or delegates work to others, monitors work of others, establishes rules, procedures, and/or standards of work, gives instructions to others, trains others, evaluates the work of others, recommends promotion or discharge of others.

TYPICAL DUTIES/TASKS/RESPONSIBILITIES

Develop goals, objectives, policies and priorities for the finance department

Plan, organize, and supervise City's general accounting and financial record keeping system

Participate in the development of and supervise the use of computerized data processing for Finance Department

Prepare financial reports for departments, City Council and outside agencies

TYPICAL DUTIES/TASKS/RESPONSIBILITIES

Conduct special financial studies involving analysis of complex financial data

Analyze and prepare improvements to City's payroll, accounting and utility billing procedures

Collect, compile and analyze departmental expenditure requests

Prepare revenue and expenditure reports

Coordinate accounting functions with other City departments and outside agencies

Conduct internal audit of City's financial records, accounts and procedures

Coordinate City's budget development

Develop procedures and forms for preparation of annual budget and produce final budget document

Administer budget control system for City

Manage City's treasury and investment program

Respond to difficult citizen complaints and requests for information with regard to financial transactions

Analyze and prepare bond reconciliations and debt service statements and payments

Analyze and prepare cash reconciliations

Analyze and prepare journal entries to various accounts

Coordinate utility billing activities with other agencies and internal accounting functions

Coordinate general and various specific audits performed by contract auditor and various governmental agencies

Maintenance of City's historical records and current financial files

Supervise, train and evaluate assigned staff

TYPICAL KNOWLEDGES/SKILLS/ABILITIES

Knowledge of and skill to apply principles and practices of governmental and commercial accounting, including fund accounting

TYPICAL KNOWLEDGE/SKILLS/ABILITIES (cont'd)

Knowledge of and skill to apply various accounting data processing programs

Knowledge of basic purchasing principles and procedures

Knowledge of and skill to apply public finance administrative principles

Knowledge of and skill in supervision and training

Knowledge of laws, rules and regulations applicable to specific accounts and financial transactions

Oral communication skills to present reports to City Manager, City Council, and other agencies

Math skills consisting of adding, subtracting, dividing, multiplying, percentages, including algebra etc.

Writing skills to product reports, policy statements

Reading skills to understand and interpret laws, rules, regulations, financial requirements and procedures

Skill to analyze financial record keeping system and to create improvements if necessary

Interpersonal relations skills

Public relations skills

Skill to understand and apply principles of utility billing and system.

Skill to understand and apply basic payroll principles and regulations

Ability to be honest

OTHER REQUIREMENTS

Must possess a valid California Driver's License

Willing to attend meetings during and after work hours, to participate in conferences outside of City

Willing to comply with clean, neat grooming standards to present a professional appearance

MACHINES/TOOLS/EQUIPMENT

Computer, telephone, calculator