

**ADMINISTRATIVE SERVICES/FINANCE DIVISION  
FINANCE DIVISION  
FINANCE DIRECTOR**

**GENERAL DUTIES:** Under general direction of the Administrative Services Director, operate, plan, organize and direct the fiscal affairs of the City; direct the services and functions of the Revenue, Purchasing and General Accounting team divisions with responsibility for fiscal, budgetary, and other supportive services. Direct professional, technical, and clerical personnel in the implementation of fiscal management programs.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regard to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Responsible for Administration of the Finance Department's Revenue, Purchasing, and General Accounting functions, including the development and implementation of written policy procedures, work standards, goals and objectives.
2. Supervise, train, and evaluate staff assigned to the Finance Division.
3. Conduct training as required for divisions' staff to effectively administer all financial transactions.
4. Assist in the management, issuance and maintenance of bonds and other long-term

indebtedness.

5. Assist in the development and implementation of contemporary financial and internal control systems, policies, and procedures practiced within the Finance Division.
6. Assist in the coordination of the data processing function to ensure the proper design, testing, and implementation of enhancements and corrections to the City's financial software.
7. Establish, develop, and maintain practices, procedures, and policies for budgetary compliance and control in accordance with City directives.
8. Provide fiscal management advice, direction, and training to other departments and divisional functions including maintenance and compliance with program budgets, fiscal policies and procedures.
9. Prepare analytical, accounting, and management reports as required.
10. Maintain liaison between project staff and external funding agencies in matters regarding fiscal control requirements and related activity.
11. Advise City Administrator and participates in the development of the five-year annual budget with regard to classification of funds, maintenance of accounts, fund balance determinations, and assignment of responsibility/cost centers.
12. Direct the preparation of interim and annual financial reports in accordance with generally accepted accounting principles.
13. Coordinate the internal and external audit programs and activities.
14. Supervise, train, and evaluate staff assigned to the Finance Department.
15. Administers the Finance Department's accounting function and program including the development of written policies and procedures.
16. Performs related work as required.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Technical skills in accounting and finance.
2. Skill to manage budgets, operations, staff, and systems.
3. Communication skills including written, oral and computer skills.
4. Meets operational deadlines in accordance with prescribed goals and objectives.

**KNOWLEDGE:** Knowledge of:

1. Customer Service: Provide highly effective services in a professional, cooperative, and adaptable manner. Is a proactive, informative, and responsive person through communications and actions that welcome participation from all segments of the community. Is committed to excellence through respectful, responsive, and responsible customer service.
2. Policies, principles, and standards of Governmental accounting, auditing, financial reporting, cash, and treasury management.
3. Data Processing applications in the performance of financial transaction cycles, accounting records, and financial administration.
4. Cost allocation plans, budgetary systems, and procedures.
5. Laws relating to public finance, administration, and Federal/State mandates.
6. Principles of management and supervision.
7. Trends and current development in City government.

**ABILITIES:** Ability to:

1. Apply the Policies and Philosophy of City Government to the Finance Department.
2. Interpret and administer City ordinances.
3. Conceptualize, prepare, and present proposals, policies, and reports in a clear and concise manner to the City Council and management staff.
4. Establish and maintain effective working relationships with co-workers, elected officials, department heads, other agencies, community groups, and the general public.
5. Establish and maintain financial and accounting systems.
6. Plan, coordinate, and direct the work of others.
7. Use automated information systems, including the personal computer applications such as word processing and spreadsheets.
8. Develop administrative procedures and operations and evaluate their efficiency and effectiveness.
9. Establish priorities, lead and motivate others, perform critical analysis.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Typewriter
9. Microfiche reader
10. Polaroid or digital camera
11. Paper shredder
12. Specialized computer software
13. Automobile

**PHYSICAL DEMANDS:**

Under typical office conditions, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed in meeting deadlines and using office equipment.

**SENSORY DEMANDS:**

Under typical office conditions, employee utilizes these senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera, and automobile:

1. Seeing
2. Speaking
3. Hearing
4. Touching

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

Office Conditions:

1. Indoors: Typical office conditions, over 95% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical conditions, traveling to meetings or seminars, less than 5% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Lighting: Normal outdoor conditions, with possible exposure to extreme weather conditions.
4. Ventilation: Heating and air conditioning provided by a vehicle.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, paper shredder, or paper cutter.

**ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Education, training, and experience equivalent to graduation from a college with a degree in accounting, finance or public administration with five (5) years of increasingly responsible experience in governmental accounting and financial reporting including at least two (2) years of supervisory experience. Three (3) years of public accounting experience in the audits of local governments may be substituted. CPA Certificate or Master's Degree in Accounting or Business Administration preferred.
2. Pass a post-offer medical examination, which includes a drug test.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
4. Pass a Department of Justice criminal record check for employment.
5. Prefer non-tobacco user.

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