

DIRECTOR OF FINANCE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction of the City Manager, plans, directs, manages, and oversees the activities and operations of the Finance Department. Performs Finance activities involved in the areas of financial record keeping, accounting, budget, treasury, investment, and rate and fee studies; coordinates preparation and long range economic forecasts and analyses, and reports on financial and budgetary conditions; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for all Finance Department services and activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. Direct and oversee the Finance Department including ensuring the adequate and accurate maintenance of City accounting records; direct the submittal of all formal annual accounting reports required by the State Controller's Office as well as other reports as required by the City Manager, City Council, County, and state and federal governments on various topics.
3. Plan, direct, and coordinate, through subordinate level staff, the Finance Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
4. Participate in the preparation of City budget document in conformance with CSMFO and GFOA established guidelines; preparation of Management Discussion and Analysis and Letter of Transmittal for CAFR; assist in the preparation of Budget Letter of Transmittal.
5. Assume management responsibility for the timely and accurate preparation of financial and statistical reports and records in accordance with City policies and Generally Accepted Accounting Principles (GAAP).
6. Ensure that reports are prepared as necessary and in accordance with policy and practices; prepare or direct the preparation and reconciliation of journals, ledgers, and other accounting records; prepare or direct the preparation of records and reports for submission to various agencies.
7. Coordinate and participate in the City investment process; maximize income and safety through daily and long range investment policies while working in conjunction with contract investment advisors; plan and coordinate tax-exempt and other financing as required; review, analyze, and maintain all bond issues; administer project and debt bond programs for the City
8. Assist in the implementation of the fiscal management program of the City including maintenance and analysis of all general ledger accounts, coordination of the year-end audit, and preparation of financial statements and other required financial reports.

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9. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
10. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
11. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
13. Represent the Finance Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
14. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
15. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
16. Participate on a variety of boards, commissions, and committees.
17. Attend and participate in Council meetings and professional group meetings; maintain awareness of new trends and developments in the fields of finance, accounting and human resources; incorporate new developments as appropriate.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of the Finance Department.
- Principles and practices of municipal finance and accounting.
- Generally accepted accounting principles.
- Principles and practices of program development and administration.
- Principles of financial record keeping and reporting.
- Principles and practices of debt management.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

Manage and direct programs and activities of the Finance Department.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Plan, organize, direct and coordinate the work of lower level staff.
Prepare clear and concise administrative and financial reports.
Analyze and interpret complex financial and accounting records.
Conduct feasibility studies involving the analysis and review of fiscal data in order to develop forecasts, trends, and analyses.
Speak effectively before groups and employees of the organization.
Maintain confidentiality of work performed.
Deal constructively with conflict and develop a consensus among employees and the public.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Ensure adherence to Generally Accepted Accounting Principles.
Evaluate financial data and provide strategic direction on financial programs.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state and local policies, laws and regulations.
Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.
Effectively present information to City Council, management, public groups, and/or boards of directors.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in, business administration, finance, accounting, or related field. A Master's degree is desirable.

Experience:

Eight years of increasingly responsible finance, accounting, or related experience, preferably in a public agency setting, including three years of management and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

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Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Unrepresented – Department Head
FLSA Status: Exempt
January 2015

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Director of Finance position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.