

## **FINANCE DIRECTOR**

### **DEFINITION**

Under direction of the City Manager, to plan, organize, direct, and manage the City finance, accounting, purchasing, and budget preparation; to assist the City Manager by developing and administering management information systems; to administer City grants; to assist with coordinating City personnel and labor relations functions; to administer City insurance programs; to provide advice and consultation on fiscal issues to the City Manager and City Council; to supervise, train, and evaluate the work of staff assigned to the Finance Department; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt.

### **DISTINGUISHING CHARACTERISTICS**

This is the top level executive management classification for the position which has responsibility for managing and directing the services and functions of the City Finance Department, as well as serving as the primary fiscal advisor for the City Council, City Manager, and City staff.

### **REPORTS TO**

City Manager.

### **CLASSIFICATIONS SUPERVISED**

Finance Operations Manager, Accountant I, II, Accounting Technician, Senior Account Clerk, Account Clerk I, II, Administrative Assistant I, II, and other City staff as assigned.

### **ESSENTIAL FUNCTIONS**

Plans, organizes, manages, and directs the City financial services functions; has responsibility for the development, management, and oversight of City fiscal services and computerized information systems; provides supervision, training, and work evaluations for assigned technical, professional, paraprofessional, and office support staff; directs fiscal planning, accounting, internal control, and audit functions; oversees the development of fiscal projections and plays a major role in the budget development process; oversees the collection and disbursement of City funds in accordance with legal requirements and regulations; participates in "meet and confer" sessions with employee organizations; supervises the purchasing of materials and supplies; manages the day-to-day banking and investment program; in conjunction with the City Treasurer manages the City's investment portfolio; administers City leases and insurance programs; reviews management information systems questions, issues, problems, and planning; directs and oversees the preparation of a wide variety of fiscal reports and

financial statements required by City management and other government agencies; works with external auditors of City financial records and procedures; oversees the maintenance of cash flow and revenue records; administers and ensures compliance with revenue sharing and grant programs; invests City funds; monitors and reviews City investments, cash balances, and treasurer reports; reviews various financial and administrative functions including payroll, debt management, grants, purchasing, leases, and insurance; maintains records; has responsibility for the development of centralized computer and information systems; ensures proper utility billing and collection; directs the procurement and utilization of computers and software; provides a variety of fiscal consultation to City management and staff and the City Council; and represents City finance functions and activities with citizens, community organizations, and other government agencies. Attends night and weekend meetings.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; frequent contact with other staff and the public.

**MINIMUM QUALIFICATIONS****Knowledge of:**

- Principles of governmental finance, budgeting, and accounting.
- Principles, methods, and practices of accounting, auditing, and financial record keeping.
- Budget development, administration, and expenditure control.
- Data processing methods, equipment, and principles.
- Purchasing methods, policies, and procedures.
- Financial research and reporting.
- Centralized warehousing and distribution of equipment and supplies.
- Laws, rules, regulations, and policies affecting public agency finance and fiscal reporting.
- Techniques of financial and management analysis.
- Uses of computers and computer applications in professional fiscal work.
- Principles of management, supervision, training, and employee evaluation.

**Ability to:**

- Collect financial data, analyze it objectively, present it clearly, and prepare sound recommendations and reports.

- Devise and install improvements in financial record keeping systems and in management information systems.
- Plan, organize, and supervise the work of a staff of clerical and accounting personnel.
- Establish and maintain effective working relationships with public and organizations.
- Plan, organize, manage, and direct the financial and administrative services functions of the City.
- Plan, manage, and oversee centralized data processing and computer information systems.
- Provide supervision, training, and work evaluations for assigned staff.
- Provide a variety of fiscal consultation to City elected officials, management, and staff.
- Develop and administer grants.

**Training and Experience:**

- Five (5) years of increasingly responsible professional experience in financial analysis and accounting work including three (3) years in a financial management or supervisory capacity in public finance.
- Completion of advanced educational training in finance, accounting, economics, or closely related subjects is highly desirable.

**SPECIAL REQUIREMENTS**

- None.

**Education:**

- Graduation from an accredited college or university with a Bachelor's degree in accounting, business administration, public administration, or closely related field.
- Masters degree in public or business administration or CPA is highly desirable.

**License:**

- Possession of a valid California driver's license.

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