



**Department:** Finance  
**Prepared By:** Laura Redwine

**FLSA Status:** Exempt  
**Prepared Date:** Dec 2, 2016

**JOB TITLE:** Finance Director

**SUMMARY:**

Promotes transparency, efficiency, and accountability in the Finance Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:**

- Prepares and presents annual/biennial budgets to City Manager and City Council and, upon approval, monitors and manages to City spending.
- Develops, administers and oversees City financial investments, accounting, budgets, policies and procedures, human resource personnel policies, and debt obligations.
- Assures financial, IT and human resource transactions are executed and properly recorded in accordance with City Council authorizations, resolutions, ordinances, and other governing law and regulations.
- Supervises Finance and General Service Manager.
- Prepares biennial and annual financial statements and ensures they are submitted to the proper authorities.
- Analyzes, reviews, approves/rejects, and signs payroll checks and accounts payable checks.
- Reconciles and reviews City bank statements monthly.
- Performs audits of City financial and accounting operations, procedures, and documents.
- Manages City cash flow requirements, debt collection, grants, and assessment district accounting.
- Reviews and evaluates department performance, methods, and procedures.
- Participates, assists City Manager and facilitates union negotiations and contracts.
- Attends insurance and JPA meetings for liability, workers compensation, etc.
- Provides staff assistance to the City Manager and City Council on financial issues.
- Prepares staff reports for Council. Attends and makes presentations at City Council meetings.
- Supervises and reviews journal entries to general ledger system.
- Coordinates and supervises financial auditors annually.
- Represents the department and City to outside groups and organizations.
- Performs related duties as assigned.



#### **OTHER JOB EXPECTATIONS:**

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and be effective/productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

#### **MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

- Bachelor degree in finance/accounting or closely related field.
- At least five years' experience in management and seven years significant accounting experience, preferably in city government.
- Ability to coordinate preparation of complex financial documents.
- Plans, organizes, and prioritize work for department.
- Attends City Council meetings as required.
- Ability to communicate effectively, excellent verbal and writing skills.

#### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

- Master's degree in business and/or CPA license.

#### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California driver's license.
- Valid Certified Public Accountant license.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

#### **PHYSICAL DEMANDS:**

- Ability to identify and solve complex issues/problems.
- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- High pressure in assisting public, staff, and elected officials. Ability to interpret and explain actions to the public and City staff/elected officials.
- The physical demands described here 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 functions.

**WORK ENVIRONMENT:**

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- Required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.