

FINANCE DIRECTOR

\$67.5059 - \$86.1565 Hourly

\$133,391.66 - \$170,245.32 Annually

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.

DEFINITION

Supervise and participate in all general accounting and financial record keeping functions of the City; prepare a variety of complex accounting, statistical and narrative reports; maintain budget control records, including general ledger, budgetary records, accounts payable, accounts receivable and payroll; maintain an investment program; and perform such other related duties as may be required by the City Council or City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager. Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTIONS: *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- 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.
- Plan, direct and coordinate, through subordinate level staff, the Finance Department's 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.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Exercise continuous and highly effective leadership in technical, organizational development and personnel matters.
- Effectively articulate city visions, mission and goals with team members, co-workers and customers; support a clear, customer-focused vision.
- Focus on building effective relationships and ensuring cooperation and coordination across teams; develop and meet challenging team goals.
- Assume full management responsibility for all department services and activities including budget preparation, annual financial audit, supervision of accounting procedures and the design and implementation of automated financial accounting systems; recommend and administer policies and procedures.
- Assist Finance staff with day to day tasks as needed to accomplish the department's responsibilities.

CITY OF HERCULES

- Analyze revenue-generating and cost-reducing proposals for capital and operating programs; prepare revenue projections and provide revenue management.
- Secure financing packages utilizing tax-exempt and taxable financing; manage the City's investment portfolio including daily investments as well as long-range investment policies; manage and monitor the City's complex debt structure.
- Monitor legislative developments related to finance and accounting matters; evaluate impact on City operations.
- Direct the design and implementation of automated financial accounting systems; organize and administer effective accounts receivables and payables reporting and collection procedures.
- Direct the collection of assessed taxes, fees and charges from City business, property owners and residents.
- Oversee and participate in the preparation, development and administration of the City-wide department, Capital Improvement and Redevelopment Agency budgets; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal finance.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- 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.
- Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive financial management and accounting program.
- Principles and practices of municipal budget preparation and administration.
- Modern office procedures, methods and equipment including computers.
- Principles and practices of general, fund and governmental accounting.
- Methods and techniques of revenue analysis and interpretation.
- Operational characteristics of automated financial systems.
- Principles and procedures of financial record keeping and reporting.
- Principles and techniques of managing investments.
- Generally accepted accounting principles.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Manage and direct a comprehensive financial management program.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower level staff delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Evaluate financial data and recommend improvements.
- Develop and implement automated financial systems.
- Manage the City's investment portfolio including daily investments and long-range investments.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Six years of increasingly responsible financial management or governmental accounting experience including three years of management and administrative responsibility.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, accounting, finance or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee's Signature

Date

Supervisor's signature

Date