

CITY OF ANGELS FINANCE DIRECTOR JOB DESCRIPTION

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position. The City reserves the right to modify or update job descriptions in accordance with its business needs and City policies and procedures.*

DEFINITION:

The Finance Director performs and/or supervises complex professional, supervisory, administrative and technical accounting and finance functions necessary to maintain the accounting and financial records and systems of the City. Organizationally, the Finance Director reports to the City Administrator; however, with respect to accounting and necessarily related matters, the Finance Director functions independently similar to the City Attorney in a sense that both must act within the ethical and professional rules of their professions and may not be directed to act contrary to those rules. All such accounting matters are the responsibility of, and under authority of, the Finance Director.

SUPERVISION EXERCISED:

The Finance Director exercises direct supervision over all City fiscal and accounting professionals, clerical staff personnel, and all other persons or organizations who, whether or not City staff, perform accounting functions for or on behalf of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Illustrative Only)

- The Finance Director plans, supervises, and coordinates the City's fiscal and accounting activities including: financial accounting and reporting; internal controls; internal auditing; management of financial software systems; payroll processing; administration of the City's business license function; billing and collection of locally-administered taxes, fees, and utility billings.
- Establish selection criteria, interview, train, evaluate and supervise all City clerical, fiscal, and accounting staff.
- Make recommendations to City Administrator on selection, advancement discipline and discharge of clerical fiscal and accounting staff.
- Prepare or supervise preparation of the City's annual financial report(s); oversee annual independent audit; and interface with independent auditor(s).
- Prepare or coordinate with City's annual budget; prepare related presentations and budget documents; and provide quarterly or periodic financial updates.
- Develop or assist in the development of financial studies, plans, forecasts, estimates, and finance-related ordinances and resolutions. Gather, interpret, and prepare data for studies, reports, and recommendations.

- Serve as financial advisor to the City Council, the City administrator, and other City staff. As requested, make related presentations to City Council, committees, and commissions, and represent the City at finance-related events.
- Coordination of Treasury Investments decisions with the City Administrator and proposals to Council for policy changes of Investments.
- Any and all other duties reasonably related to the position of Finance Director which may be required or assigned from time to time by the City Council or City Administrator.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Duties may require lifting, pushing, or pulling materials weighing up to 10 pounds. Reasonable accommodation will be made for individuals on a case-by-case basis.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Possession of a baccalaureate or higher degree in accounting or business administration with an accounting concentration (or similar field of study)

Minimum of five years' experience in governmental finance and accounting at a high management or supervisory level. Typical duties to satisfy this qualification would have included, but not be limited to: hiring and evaluation of accounting and financial professional staff; direct supervision of other professional and/or management staff; extensive interaction with elected and high-ranking appointed public officials; overall responsibility for preparation of governmental financial reports in accordance with Generally Accepted Accounting Principles; superior verbal and writing skills.

Extensive experience in the design, evaluation, selection, installation, set-up and maintenance of computer software applications, including financial and accounting software, database, and spreadsheets.

Extensive knowledge of and experience with accounts receivable, accounts payable, purchase orders, and payroll systems and the demonstrated ability to oversee and supervise technical and clerical staff performing those duties.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

CPA preferred, but not required.