

CITY/AGENCY FINANCE DIRECTOR JOB DESCRIPTION

General Purpose

The Finance Director is department head of the Finance Department and, as such, performs and/or supervises complex professional, supervisorial, administrative and technical accounting and finance functions necessary to maintain the accounting and financial records and systems of the City and the Redevelopment Agency. Organizationally, the Finance Director is staff to the City Manager; however, with respect to accounting and necessarily related matters, the Finance Director functions independently similar to the City Attorney in the 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 the sole authority of, the Finance Director.

Supervision Exercised

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

Essential Duties and Responsibilities

Except for budget preparation and administration, under general policy direction, the Finance Director plans, supervises and coordinates the City's and Redevelopment Agency's fiscal and accounting activities including: financial accounting and reporting; internal controls; internal auditing; financial and accounting data processing; payroll processing; billing and collection of locally-administered taxes and fees.

Establish selection criteria, interview, select, train, evaluate and supervise all City and Redevelopment Agency professional, para-professional and clerical fiscal and accounting staff.

Conduct, direct and/or oversee all investigative and corrective accounting projects.

Provide appropriate assistance to the City and Redevelopment Agency Budget Officer in planning, amending and executing the annual budget(s).

Prepare or supervise preparation of the City and Redevelopment Agency's annual financial report(s); oversee annual independent audit; and interface with independent auditor(s).

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 Manager and other City staff. As requested, make related presentations to City Council, committees and commissions and represent the City and Redevelopment Agency at finance-related events.

As requested, advise and consult with the City Treasurer and Redevelopment Agency Treasurer on accounting and financial matters relative to their offices. The Finance Director is not staff to either the City Treasurer or the Redevelopment Agency Chief Financial Officer-Treasurer, but works closely with and assists both officers.

“Finance” and “financial” primarily refers to accounting, reporting and information management aspects of City/Agency fiscal activities and procedures related to those activities. It does not include providing advice as to the social desirability of one proposed expenditure over another.

Minimum Qualifications

1. Possession of a baccalaureate or higher academic degree in accounting or business administration with an accounting concentration.
2. 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 & evaluation of accounting and financial professional and para-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.
3. Extensive experience in the design, evaluation, selection, installation, set-up and maintenance of computer hardware and software applications, including stand-alone personal computers, network systems and modular financial and accounting software systems. Experience and demonstrable competence with other computer application software such as word processors, databases and spreadsheets.
4. Extensive knowledge of and experience with accounts receivable, accounts payable, purchase order, and payroll systems and the demonstrated ability to oversee and supervise technical and clerical staff performing those duties.
5. Valid California drivers license.

Tools and Equipment Used

Personal computer; computer network workstation; 10-key calculator; telephone; copy machine; fax machine.

Physical Demands

The physical demands described herein are 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

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.

The noise level in the work environment is usually quiet to moderate.

Selection Guideline

Formal application; rating of education and experience; oral interview; reference check and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

[Approved by the Capitola City Council on 1/27/00]