

## FINANCE DIRECTOR

*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.*

### **SUMMARY DESCRIPTION**

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Finance Department including purchasing, accounts payable and receivable, payroll, business licensing, accounting and utility billing; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all Finance Department services and activities including purchasing, accounts payable and receivable, payroll, business licensing, accounting and utility billing.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. 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.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. 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.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the Finance Department's, City's, Housing Successor and Successor Agency's and Public Finance Authority's operating budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Review all purchase requisitions, purchase orders and request for warrants for accuracy and appropriateness of information.

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9. Develop and implement various systems and procedures to meet departmental goals, objectives, policies and priorities, including budgeting system, revenue forecasting programs and cash management of the City's idle funds.
10. Coordinate, review, evaluate and recommend improvements to the City's administrative and financial internal control systems and procedures and insure audit compliance.
11. Oversee and manage the City's investment portfolio in conjunction with the City Treasurer and provide cash management financial planning related to City and Successor Agency funds.
12. Direct the preparation of financial reports as required by law; prepare various financial reports and analyses, as required and/or requested by the City Manager.
13. Develop and make recommendations with respect to appropriation transfers, financing plans and other financial activities, as required.
14. Coordinate City issuance of bonds with fiscal consultants and Bond Counsel, as required.
15. Provide financial and management information support and assistance to City departments.
16. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
17. 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.
18. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
19. Participate on a variety of boards, commissions, and committees including Successor Agency, Mello Roos District and the Antioch Public Facilities Financing Authority.
20. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal financial management and accounting; incorporate new developments as appropriate.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
22. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a comprehensive municipal accounting and financial management program.
- Advanced principles and practices of public finance administration, particularly in the areas of cost accounting, budgeting, auditing, revenue management, business license and investing.

- Advanced principles and practices of program development and administration.
- Methods and techniques of program analysis and revenue forecasting.
- Principles and practices of municipal budget preparation and administration.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Manage and direct a comprehensive financial management and accounting 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, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Develop and install sound accounting procedures.
- Oversee and manage the City's investment portfolio.
- Prepare clear and concise administrative and financial reports and statements.
- 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.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's Degree from an accredited college or university with major course work in business administration, accounting, public administration or a closely related field.

**Experience:**

Six years of increasingly responsible experience in budgeting, accounting and financial work including three years of management and administrative responsibility, preferably in a municipal environment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend,

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kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: June 1997

Revised: November 2003; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.