

FINANCE DIRECTOR**Definition**

Under administrative direction of the City Manager, plans, organizes, provides administrative direction and oversight for and participates in all financial and related functions and activities, which includes treasury and debt management, financial forecasting and planning, financial transaction processing, record keeping, reporting and internal control, payroll, and the Town Post Office; functions as the Chief Financial Officer for the Town; coordinates the production and the administration of the Town's budget; provides expert professional assistance to Town management staff in areas of expertise; fosters cooperative working relationships with regulatory agencies; and performs related work as required.

Class Characteristics

The Finance Director oversees, directs and participates in all activities of the Finance Department, including the treasury and budget functions. The work involves both the oversight of functions and activities and performance of many of the reporting, reconciliation and other day-to-day functions. Responsibilities include coordinating the activities of the department with those of other appointed officials and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines.

Examples of Duties (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of professional and office support staff.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and Town needs.
- Coordinates the production of the annual budget for the Town; incorporates departmental projected budgets and provides for the production and distribution of preliminary and final budget documents; provides for financial forecasting and planning.
- Monitors the adopted budget and prepares a mid-year budget review for submission to the Town Council.
- Oversees, coordinates and provides information required for the annual Town financial audit; responds to and implements auditor's recommendations.
- Controls and manages the Town's investment portfolio; ensures that investments meet the Town's policy guidelines and that adequate cash is available to meet obligations; oversees treasury and debt management functions; prepares periodic reports regarding investments to the Town Council.

- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records; prepares or directs the preparation of records and reports for submissions to various regulatory and other governmental agencies.
- Oversees business license, accounts receivable, accounts payable, payroll and other financial functions of the Town; directs the activities of public services staff at the front desk and the operation of the Town Post Office.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Provides technical advice to Town's management and Town Council in Town financial and accounting matters.
- Develops and implement internal control procedures.

Qualifications

Knowledge of:

- Principles and practices of public agency finance, including investment, treasury, general and governmental accounting, auditing and reporting functions.
- Principles and practices of public agency budget development, administration and accountability.
- Information technology hardware and software, particularly as related to financial and administrative functions.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Applicable laws, codes and regulations.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups and various professional, regulatory and legislative organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing, evaluating and personally participating in a comprehensive public agency financial management program.
- Maintaining an effective investment portfolio within the guidelines established by the Town.
- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Administering programs and the work of professional and office support staff
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.

- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the Town in meetings with governmental agencies, contractors, vendors, and various professional, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four year college or university with major course work in accounting, economics, business or public administration or a field related to the work and four years of supervisory or administrative experience in maintaining financial records and preparing statements in a public agency setting.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.