



FINANCE DIRECTOR

Department:	Finance	FLSA Status:	Exempt
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GENERAL PURPOSE: Under the general supervision of the City Manager, directs and oversees the operations and activities of the City’s Finance Department; prepares and administers the City’s annual operating budget; prepares and submits a variety of financial reports; coordinates audit processes; provides financial advice to City officials and management personnel; administers the City’s employee benefits; participates in labor negotiations; supervises assigned personnel; and acts on behalf of the City Manager as required.

TYPICAL DUTIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Directs and oversees the day-to-day operations of the Finance Department including payroll, accounts payable, utility billing, and financial reporting.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and applicable regulatory requirements.
- Leads and/or participates in the development, implementation, administration, and review of the City’s Finance policies and procedures; establishes departmental goals, objectives, and priorities.
- Coordinates the preparation of the City’s annual operating budget; prepares budget schedules; reviews expenditure projections from City departments; estimates revenues; calculates staffing costs.
- Participates in administering and monitoring the City’s budget upon adoption by the City Council.
- Calculates and recommends service rate increases; prepares related resolutions.
- Oversees, reviews, and/or assists in the preparation of various types of municipal financial records, statements, and reports; prepares and/or assists in preparing grant requests and reporting.
- Provides financial advice and assistance to the City Council, City Manager, and management personnel; responds to requests for financial information; assists with recordkeeping and reporting.
- Coordinates the City’s annual audit process; prepares audit worksheets; liaises with external auditors.

- Oversees the City's employee benefits function; coordinates health insurance program renewals; serves as primary contact regarding the City's retirement contract with CalPERS.
- Serves as a representative of the City and participates in labor negotiations; meets with union representatives; prepares and presents requested cost estimates to the City Council.
- Attends and participates in a variety of meetings including but not limited to City Council, City Finance Committee, and Central San Joaquin Valley Risk Management Authority meetings.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Finance, Accounting, Public Administration, or related field; AND five years experience managing municipal financial operations; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- Finance Department operations, policies, and procedures.
- Principles and practices of financial administration.
- Regulations governing municipal finance activities.
- Generally Accepted Accounting Principles.
- Financial systems, records, and reports.
- Processes for preparing and administering budgets.
- Principles of benefits administration and labor negotiations.
- Supervisory principles, practices, and methods.

Required Skill in:

- Directing and overseeing the daily operations of the City's Finance Department.
- Monitoring and ensuring the City's compliance with all financial regulatory requirements.
- Developing, administering, and monitoring municipal budgets.
- Preparing, reviewing, and maintaining various types of financial records and reports.
- Providing financial advice to City officials and management personnel.
- Overseeing the City's employee benefits function and participating in labor negotiations.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City officials and departments, outside agencies, auditors, vendors, and the general public.

Physical Demands/Work Environment:

- Work is performed in a standard office environment.
- Subject to sitting for extended periods of time, standing, walking, bending, reaching, and occasional lifting of objects up to 25 pounds.